

# Agenda -Notice of Meeting

Polk City | City Council

\*\*\*\*\*

April 25, 2022 | 6:00 pm

City Hall Council Chambers

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**Public Meeting participation in person or via phone**

**Call in # 515-726-3598 Participant Code 535355**

**Public members can also provide comments\* directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**

*\*any comments received before the time of the meeting will be made a part of the public hearing*

**Broadcast live and playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>**

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Steve Karsjen | Mayor

Ron Anderson | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Rob Sarchet

## 1. Call to Order

## 2. Roll Call

## 3. Approval of Agenda

## 4. Presentation: Tree Board and Arbor League representative, Ken Morse presenting Tree City USA Awards

## 5. Public Hearings:

- a. Public Hearing Sale of Real Property located at 717 Waldo Street
  - i. Resolution 2022-46 approving Sale of Real Property
- b. Public Hearing on Proposed Development Agreement with ACG Properties, LLC
  - i. Resolution 2022-47 approving Development Agreement with ACG Properties, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
- c. Public Hearing Amending the Capital Improvement Plan (CIP)
  - i. Resolution 2022-48 approving the CIP

## 6. Public Comments: *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 5pm on the date of the meeting by email at [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov) include your name and address for the record, if you are calling in please include the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment.*

## 7. Consent Items

- a. City Council Meeting Minutes for April 11, 2022
- b. City Council Work Session Meeting Minutes for April 11, 2022
- c. Receive and file P&Z Commission Meeting Minutes for April 4, 2022
- d. Claims listing April 25, 2022
- e. March 2022 Financial Report
- f. Twelve (12) months Class C Liquor License for Papas Pizzeria located at 214 W Van Dorn St. with Sunday Sales and Outdoor Services effective 5/28/2022
- g. Twelve (12) month Class E Liquor License for Fareway Stores #137 located at 1101 South 4<sup>th</sup> Street effective June 17, 2022
- h. Receive and file March 2022 Police Department Report
- i. Citizen Academy Fall 2022

- j. Resolution 2022-49 setting Public Hearing for renewal of 28E Agreement with Ankeny regarding Annexation and Development Review Agreement
- k. Resolution 2022-50 setting Public Hearing for Rezoning Petition for the Schlife/DeVries Property from A-1 to R-1
- l. Resolution 2022-51 Adopting Policy PA-50 Amending the Employee Handbook regarding Overtime for EMS personnel
- m. Resolution 2022-52 setting Public Hearing on the approval of a Private Storm Sewer Easement to Home State Bank
- n. Resolution 2022-53 approving Automatic Aid Agreement with Ankeny Fire Department
- o. Resolution 2022-55 approving the adjustment of City Fire and EMS Personnel Pay Rates
- p. Resolution 2022-54 Acceptance of Public Improvements for Four Seasons Polk City Plat 1

**8. Business Items**

- a. FEH Design Services Proposal for City Hall and Fire Station Projects
- b. Second Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations
- c. Third Reading of Ordinance 2022-1300 Amending the Zoning Restrictions on property located at 302 S. 2<sup>nd</sup> Street

**9. Proclamations**

Municipal Clerk Week May 1-7<sup>th</sup>  
National Police Week May 11-17<sup>th</sup>

**10. Reports & Particulars**

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

**11. Adjournment**

*--next meeting date May 9, 2022*



TREE CITY  
POLK COUNTY

*Tree City USA  
Growth Award*  
FOR CERTIFICATION IN ADOPTION BY  
*Polk County*  
THE NATIONAL TREE CITY USA PROGRAM  
IS A PART OF THE TREE CITY USA PROGRAM  
ESTABLISHED IN 1975 BY THE NATIONAL TREESOCIETY  
OF AMERICA



Mike Thayer  
POLK COUNTY



## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Public hearing to approve and authorize the sale of real property

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**BACKGROUND:** On Monday the City Council will hold a public hearing regarding the sale of 717 Waldo Street. The City obtained this property through the State of Iowa 657A process for abandoned property. We received 5 bids from interested parties for the purchase of 717 Waldo Street. All 5 bids submitted did include price and plans for the property. Of the 5 bids, 3 were complete with all documentation required. ACG Properties, LLC/Shane Torres was the high bidder in the amount of \$112,500. A copy of the purchase agreement is available for your review in the packet.

**ALTERNATIVES:** Do not sell the property

**FINANCIAL CONSIDERATIONS:** \$112,500 in revenue

**RECOMMENDATION:** It is my recommendation that the Council approve the sale of 717 Waldo Street to ACG Properties/Shane Torres in the amount of \$112,500. Requirements of the property are outlined and identified in the purchase agreement.



**RESOLUTION NO. 2022-46**

**RESOLUTION MAKING FINAL DETERMINATION ON SALE OF  
INTEREST IN REAL PROPERTY TO ACG PROPERTIES, LLC**

**WHEREAS**, the City of Polk City, Iowa (the “City”) owns certain real property (the “Property”) which is located in Polk City and which is legally described as follows:

LOT 67 LEONARDS PLACE an Official Plat in Polk City, Polk County, Iowa;  
and

**WHEREAS**, the City has reached an agreement with ACG Properties, LLC in accordance with the offer presented by them; and

**WHEREAS**, in compliance with Iowa Code 364.7, the Council has set forth its proposal to dispose of interests in the Property by publication of notice of a public hearing on the Agreement; and

**WHEREAS**, pursuant to said notice published as required by law, this Council has held a public meeting and hearing upon the proposal to transfer the Property and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE  
CITY OF POLK CITY IN THE STATE OF IOWA:**

Section 1. The Council finds that sale of the Property to ACG Properties, LLC is in the best interests of the residents of the City. The agreement to sell the Property to them is hereby approved.

Section 2. The Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Warranty Deed for and on behalf of the City in substantially the form and content now before this meeting, and that the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with this Resolution.

**PASSED AND APPROVED** this 25th day of April 2022.

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Steve Karsjen, Mayor

Attest:

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Jenny Coffin, City Clerk



**ACG**  
PROPERTIES LLC

Proposal for  
**717 WALDO STREET POLK CITY, IA 50226**

ACG Properties, LLC  
Shane Torres  
905 W Bridge Rd, Ste 2  
Polk City, IA 50226  
515-202-5894

**Description of the Project**

717 Waldo Street, Polk City, IA

Our primary intent would be to keep the current property as rental and 100% remodel it like new, selling it could be an option if it makes sense for us. Photos will be provided featuring some of our most recent rehabs. This property would be kept as a long term, higher-end rental. Even though we do new construction as well, I feel it is more important and a better use to rehab the current structure and keep it fitting within the neighborhood aesthetics.

We would adhere to all requirements set forth by the city.

Our qualifications include:

As owners of a large real estate company, construction companies, development companies, property management companies and more, these types of projects are what we do day in and day out for over 20 years.

We would purchase the property with part bank loan and part cash. Our bank is Home State Bank, with Eric Hockenberry as our point of contact, and have attached a letter.

We have done a similar project with the City of Polk City at 504 Roosevelt. For that one, it was an empty lot which we designed and constructed a new home to blend with the neighborhood.

In conclusion, our experience ranges from single family rehabs to high end new commercial construction and all areas in between. One of our goals has always been to be able to help revitalize our community.

**Development Schedule:**

If awarded the property, we would start construction right away with a timeline to be completed by Fall 2022.

**Price of Property**

\$112,500 offer to purchase property as is.

Photos of before and after some of our most recent rehab projects attached. (Similar style houses) I have a few others we have done in Polk City if you would like to see those let me know.

Thank you for your time and consideration.



Shane Torres

510 E Titus





# 930 Maish Rehab





**HOME STATE BANK**

YOUR BANK FOR LIFE

www.hsbankiowa.com • 515.386.2131

115 West State Street, Jefferson, IA 50129

Date of Issuance: March 16, 2021

Applicant/Borrower: ACG Properties LLC

Please accept this letter as confirmation that ACG Properties LLC has been pre-qualified to purchase 717 Waldo Street, Polk City, IA.

This approval is subject to the following:

1. The lender must be able to obtain a 1<sup>st</sup> priority lien on the subject property free of any liens or encumbrances. This will be determined by a title opinion performed by an attorney acceptable to the Lender on the abstract of title to the subject property.
2. Obtain satisfactory appraisal of property
3. No change in financial condition can occur from the date of original disclosure for this pre-qualification to be valid
4. Subject to final underwriting

All of these requirements must be completed to the satisfaction of the lender before the loan to purchase the property can be executed. This is not a commitment to lend.

This pre-qualification is valid for 60 days from the date of issuance and then becomes void and invalid.

Sincerely,

Eric Hockenberry  
Market President  
Home State Bank  
1370 NW State St, STE 101  
Ankeny, IA 50023  
712.249.9661  
[ehockenberry@hsbank.net](mailto:ehockenberry@hsbank.net)  
NMLS# 1076146





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Resolution to approve a development agreement with ACG Properties, LLC, Authorizing annual appropriation tax increment payments and pledging certain tax increment revenues to the payment of the agreement

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**BACKGROUND:** On Monday evening, the City Council will hold a public hearing regarding entering into a development agreement with ACG Properties for their MOVE project. The proposed agreement includes Tax Increment Financing (TIF) incentives not to exceed \$110,000 over a period of 7 years.

**ALTERNATIVES:** Do not approve the development agreement.

**FINANCIAL CONSIDERATIONS:** \$110,000 in TIF incentives

**RECOMMENDATION:** It is my recommendation that the City Council approve the development agreement with MOVE for \$110,000. The City Council previously amended the City's Urban Renewal Plan to reflect this proposed project.

HOLD HEARING ON AND APPROVE  
DEVELOPMENT AGREEMENT AND  
TAX INCREMENT PAYMENTS

(ACG Properties, LLC)

511493-8

Polk City, Iowa

April 25, 2022

A meeting of the City Council of the City of Polk City, Iowa, was held at 6:00 o'clock p.m., on April 25, 2022, at the City Hall Council Chambers, Polk City, Iowa, pursuant to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on a Development Agreement between the City and ACG Properties, LLC had been published according to law and as directed by the City Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

**(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)**

There being no further objections or comments, the Mayor announced that the hearing was closed.



Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO. 2022-47

Resolution Approving Development Agreement with ACG Properties, LLC,  
Authorizing Annual Appropriation Tax Increment Payment and Pledging Certain  
Tax Increment Revenues to the Payment of the Agreement

WHEREAS, the City of Polk City, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, a certain development agreement (the “Agreement”) between the City and ACG Properties, LLC (the “Company”) has been prepared in connection with the redevelopment of an existing commercial building on certain real property in the Urban Renewal Area for use in the business operations of a youth community center (the “Project”); and

WHEREAS, under the Agreement, the City would provide annual appropriation tax increment payments to the Company in a total amount not exceeding \$110,000; and

WHEREAS, this City Council, pursuant to Section 403.9 of the Code of Iowa, has published notice, has held a public hearing on the Agreement on April 25, 2022, and has otherwise complied with statutory requirements for the approval of the Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a City Council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a City Council must consider any or all of a series of factors;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

(a) The Project will add diversity and generate new opportunities for the Polk City and Iowa economies;

(b) The Project will generate public gains and benefits, particularly in the creation of new jobs, which are warranted in comparison to the amount of the proposed property tax incentives.

Section 2. The City Council further finds that a public purpose will reasonably be accomplished by entering into the Agreement and providing the incremental property tax payments to ACG Properties, LLC.

Section 3. The Agreement is hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute and deliver the Agreement on behalf of the City, in substantially the form and content in which the Agreement has been presented to this City Council, and such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Agreement.

Section 4. All payments by the City under the Agreement shall be subject to annual appropriation by the City Council, in the manner set out in the Agreement. As provided and required by Chapter 403 of the Code of Iowa, the City's obligations under the Agreement shall be payable solely from a subfund (the "ACG Properties, LLC Subfund") which is hereby established, into which shall be paid that portion of the income and proceeds of the Urban Renewal Tax Revenue Fund attributable to property taxes derived from the property as described as follows:

Certain real property situated in the City of Polk City, Polk County, State of Iowa bearing Polk County Property Tax Parcel Identification Number 261/00132-001-000.

Section 5. The City hereby pledges to the payment of the Agreement the ACG Properties, LLC Subfund and the taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Subfund, provided, however, that no payment will be made under the Agreement unless and until monies from the ACG Properties, LLC Subfund are appropriated for such purpose by the City Council.

Section 6. After the certification of indebtedness to the County Auditor of Polk County, Iowa and the continuing pledging of the ACG Properties, LLC Subfund and the portion of taxes to be paid into such Subfund and, pursuant to the direction of Section 403.19 of the Code of Iowa, the County Auditor shall allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 7. All resolutions or parts thereof in conflict herewith are hereby repealed.  
Passed and approved April 25, 2022.

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Mayor

Attest:

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City Clerk



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On motion and vote the meeting adjourned.

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Mayor

Attest:

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City Clerk

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, Clerk of the City of Polk City, Iowa hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to holding a public hearing and adopting a resolution to approve a Development Agreement with ACG Properties, LLC.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
City Clerk



April 20, 2022

**VIA EMAIL**

Chelsea Huisman  
City Manager/City Hall  
Polk City, IA

Re: ACG Properties, LLC Development Agreement  
File No. 511493-8

Dear Chelsea:

Attached please find the proceedings covering the City Council's public hearing on the proposed Development Agreement with ACG Properties, LLC, followed by a resolution approving the Agreement and pledging certain incremental property tax revenues to the payment of the Agreement.

We would appreciate receiving one fully executed copy of these proceedings and of the executed Development Agreement as soon as they are available.

Please call John Danos, Erin Regan, or me with questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Coffin

## DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Polk City, Iowa (the “City”) and ACG Properties, LLC (the “Company”) as of the \_\_\_\_ day of \_\_\_\_\_, 2022 (the “Commencement Date”).

WHEREAS, the City has established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Company owns certain real property, which is situated in the City, lies within the Urban Renewal Area and is more specifically described on Exhibit A hereto (the “Property”); and

WHEREAS, the Company has proposed to undertake the redevelopment of an existing building (the “Project”) on the Property for use in the business operations of a youth community center; and

WHEREAS, the Company has requested that the City provide financial assistance in the form of incremental property tax payments to be used by the Company in paying the costs of constructing and maintaining the Project; and

WHEREAS, the taxable base valuation (the “Base Valuation”) of the Property for purposes of calculations under this Agreement and Section 403.19 of the Code of Iowa is \$299,000; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

### A. Company’s Covenants

1. Project Construction; Operational Requirement. The Company agrees to construct the Project on the Property. The Company agrees that the Project shall minimally include the improvements (the “Required Improvements”) as set forth on Exhibit B hereto. The Company agrees to construct the Project, including the Required Improvements, in substantial conformance with the City’s zoning, land use, building and safety codes and regulations. The Company further agrees to substantially complete such construction by no later than December 31, 2022.

The Company agrees to maintain ownership of the Project and to ensure that the completed Project is used in the business operations of a youth community center (the “Operational Requirement”) throughout the Term (as hereinafter defined) of this Agreement

The Company further agrees to maintain, preserve, and keep the Property, including but not limited to the Project, useful and in good repair and working order, ordinary wear and tear excepted, and from time to time will make all necessary repairs, replacements, renewals, and



additions. Further, the Company agrees to maintain compliance with local zoning, land use, building and safety codes and regulations.

**2. Company's Operational Certifications.** The Company agrees to certify (the "Operational Certification") to the City by no later than October 15 of each year during the Term (as hereinafter defined) commencing October 15, 2023, that the Company owns the Project and that the Company is in compliance with the Operational Requirement. Each Operational Certification shall be accompanied by documentation demonstrating, to the satisfaction of the City, that the Company is in compliance with the Operational Requirement.

**3. Property Taxes.** The Company agrees to make or ensure timely payment of all property taxes as they come due with respect to the Property with the completed Project thereon throughout the Term (as hereinafter defined) and to submit a receipt or cancelled check in evidence of each such payment.

**4. Property Tax Payment Certification.** The Company agrees to certify to the City by no later than October 15 of each year during the Term (as hereinafter defined) commencing October 15, 2023, an amount (the "Company's Estimate") equal to the estimated Incremental Property Tax Revenues anticipated to be paid in the fiscal year immediately following such certification with respect to the taxable valuation of the Property. In submitting each such Company's Estimate, the Company will complete and submit the worksheet attached hereto as Exhibit C. The City reserves the right to review and request revisions to each such Company's Estimate to ensure the accuracy of the figures submitted.

For purposes of this Agreement, Incremental Property Tax Revenues are calculated by: (1) determining the consolidated property tax levy (city, county, school, etc.) then in effect with respect to taxation of the Property; (2) subtracting (a) the debt service levies of all taxing jurisdictions, (b) the school district instructional support and physical plant and equipment levies, and (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly; (3) multiplying the resulting modified consolidated levy rate times any incremental growth in the taxable valuation of the Property (tied to commercial improvements as noted above), as shown on the property tax rolls of Polk County, above and beyond the Base Valuation; and (4) deducting any property tax credits which shall be available with respect to taxable incremental valuation of the Property.

Upon request, the City staff shall provide reasonable assistance to the Company in completing the worksheet required under this Section A.4.

**5. Default Provisions.**

a. Events of Default. The following shall be "Events of Default" under this Agreement, and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- (i) Failure by the Company to complete construction of the Project pursuant to the terms and conditions of this Agreement.

- (ii) Failure by the Company to maintain compliance with the Operational Requirement set forth in Section A.1 of this Agreement.
- (iii) Failure by the Company to fully and timely remit payment of property taxes when due and owing pursuant to Section A.4.
- (iv) Failure by the Company to comply with Sections A.2 and A.4 of this Agreement.
- (v) Failure by the Company to observe or perform any other material covenant on its part, to be observed or performed hereunder.

b. **Notice and Remedies.** Whenever any Event of Default described in this Agreement occurs, the City shall provide written notice to the Company describing the cause of the default and the steps that must be taken by the Company in order to cure the default. The Company shall have thirty (30) days from the mailing of the notice or from the personal delivery of the notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Company fails to cure the default or provide assurances, the City shall then have the right to:

- (i) Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- (ii) Withhold the Payments provided for under Section B.1 below.

**B. City's Obligations**

1. **Payments.** In recognition of the Company's obligations set out above, the City agrees to make seven (7) annual economic development tax increment payments (the "Payments" and each, individually, a "Payment") to the Company during the Term (as hereinafter defined) of this Agreement pursuant to Chapters 15A and 403 of the Code of Iowa, provided, however, that the aggregate total amount of the Payments to be made to the Company under this Agreement shall not exceed **[\$110,000]** (The "Maximum Payment Total"). The Payments shall be subject to annual appropriation by the City Council, as provided hereunder.

The Payments shall not constitute general obligations of the City but shall be made solely and only from the Incremental Property Tax Revenues received by the City from the Polk County Treasurer attributable to the taxable valuation of the Property.

This Agreement assumes that the new taxable valuation of the Project will go on the property tax rolls as of January 1, 2023. Accordingly, the Payments will be made on June 1 of each fiscal year, beginning June 1, 2025, and continuing through and including June 1, 2031, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

2. **Annual Appropriation.** Each Payment shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term (as hereinafter defined) of this Agreement, commencing in calendar year 2023, the City Council of the City shall consider the question of obligating for appropriation to the funding of the Payment due in the following fiscal year an amount (the "Appropriated Amount") of Incremental Property

Tax Revenues to be collected in the following fiscal year equal to or less than the most recently submitted Company's Estimate.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payment scheduled to become due in the following fiscal year, and the Company will have no rights whatsoever to compel the City to make such Payment, to seek damages relative thereto or to compel the funding of such Payment in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year's Payment shall not render this Agreement null and void, and the Company shall make the next succeeding submission of the Company's Estimate as called for in Section A.4 above, provided however that no Payment shall be made after June 1, 2031.

**3. Payment Amounts.** Each Payment shall be in an amount equal to the corresponding Appropriated Amount (for example, for the Payment due on June 1, 2025, the amount of such Payment would be determined by the Appropriated Amount determined for certification by December 1, 2023), provided, however, that no Payment shall exceed the amount of Incremental Property Tax Revenues received by the City from the Polk County Treasurer attributable to the taxable valuation of the Property.

**4. Certification of Payment Obligation.** In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.3 above, then the City Clerk will certify by December 1 of each such year to the Polk County Auditor an amount equal to the most recently obligated Appropriated Amount.

**C. Administrative Provisions**

**1. Amendment and Assignment.** Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party. However, the City hereby gives its permission that the Company's rights to receive the Payments hereunder may be assigned by the Company to a private lender, as security on a credit facility taken with respect to the Project, without further action on the part of the City.

**2. Successors.** This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

**3. Term.** The term (the "Term") of this Agreement shall commence on the Commencement Date and end on June 1, 2031, or on such earlier date upon which the aggregate sum of Payments made to the Company equals the Maximum Payment Total.

**4. Choice of Law.** This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Company have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF POLK CITY, IOWA

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

ACG PROPERTIES, LLC

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A**  
**LEGAL DESCRIPTION OF THE PROPERTY**

Certain real property situated in the City of Polk City, Polk County, State of Iowa bearing Polk County Property Tax Parcel Identification Number 261/00132-001-000.

**EXHIBIT B**  
**REQUIRED IMPROVEMENTS**

**EXHIBIT C**  
**COMPANY'S ESTIMATE WORKSHEET**

- (1) Date of Preparation: October \_\_\_\_\_, 20\_\_\_\_.
- (2) Assessed Taxable Valuation of Property as of January 1, 20\_\_\_\_:  
\$\_\_\_\_\_.
- (3) Base Taxable Valuation of Property:  
\$\_\_\_\_\_.
- (4) Incremental Taxable Valuation of Property (2 minus 3):  
\$\_\_\_\_\_ (the "TIF Value").
- (5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):  
\$\_\_\_\_\_ per thousand of value.
- (6) The TIF Value (4) factored by the Adjusted Levy Rate (5).  
\$\_\_\_\_\_ x \$\_\_\_\_\_ /1000 = \$\_\_\_\_\_ (the "Company's Estimate")



## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Amendment to the City 5-year CIP Plan (CIP)

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The City Council approved a 5-year CIP on September 14, 2020. Most of the projects outlined in the first 2 years have been completed, however, some adjustments need to be made to the plan, as priorities have changed, and projects have been moved to different years. To adjust the CIP and reflect the City's priority projects we need to amend the City's CIP. I recommend the City Council set a public hearing for April 25, 2022 to amend the City's CIP.

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### **CIP Projects:**

**FY2020-2021:** The following projects were prioritized:

1. Town Square Parking lot study-not completed, budgeted in FY2021-2022
2. Trail Study-Town Center (Trail)-project completed
3. Facility Needs Assessment-project completed
4. 2020 Street Repair project-project completed
5. HMA Overlay Project 2020-project completed

**FY2021-2022:** The following projects were prioritized:

1. Inflow/Infiltration Study-project in process, will be completed this year
2. W. Bridge Road Water Main Loop-project in process, will be completed this year
3. New Water Well-project not completed, status of project unknown
4. North Trunk Sewer Study-project in process, will be completed this year
5. Lost Lakes Park-project in process, will be completed this year

**FY2022-2023:** The following projects were prioritized:

1. N. 3<sup>rd</sup> Street Trail connection to outer city limits-budgeted for July 1, 2022
2. Regional Park Facility-Not budgeted for
3. City Hall Parking lot-budgeted for July 1, 2022



4. Eastside Water Tower Project with DMWW-Not budgeted for
5. Northeast Trunk Sewer study-budgeted for July 1, 2022
6. Property Purchase 214 3<sup>rd</sup> Street-project completed
7. Water Tower Painting-Not budgeted for

**Proposed adjustments to projects 5-year CIP:**

I recommend making the following changes to the CIP, based on past meetings with the City Council. I am not proposing the amendment include changes to the FY2020-2021 (1<sup>st</sup> year of the City 5-year CIP). The projects below are changes only, and if the project is not listed, the project remains un-changed in the CIP.

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**CIP Equipment purchases:**

**FY2020-2021:** The following equipment purchases were prioritized:

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2. Police New server migration & body camera implementation-project complete
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5. Public Works Trash pump replacement-project complete
6. Public Works snow blower replacement-project not complete; project moved to FY24

7. Public Works new UTV (Public Works received police UTV & police/parks purchased new)-project complete
8. Public Works F-350 replacement (2008)-project complete

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3. Fire c461 replacement-project budgeted for July 1, 2023
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8. Public Works case endloader (2009) + Plow and wing replacement-project budgeted for July 1, 2023
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**Proposed adjustments equipment 5-year CIP:**

I recommend making the following changes to the City's 5-year CIP for equipment.

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4. **Police vehicle #21 & #24 (Project #6)**- This project is for an existing lease agreement, where payments were not included in the CIP for FY22 & 23. We have made payment for FY22 and reflected the change in the FY23 budget.
5. **Police vehicle #25 Keltek Lease and replacement (Project #7)**- This lease agreement is for the Durango, and 2 lease payments were left out of the CIP-FY22 & FY23. We expect to replace this vehicle in FY24 with a new lease agreement.
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**FY2024-2025:**

1. **Public Works Bobcat concrete breaker (Project #53)**-REMOVE
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**RESOLUTION NO. 2022-48**

**A RESOLUTION AMENDING THE FY 2020-2025 CAPITAL  
IMPROVEMENTS PLAN (CIP)**

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**WHEREAS**, the City Council of the City of Polk City, Iowa desires to amend the current FY2020-2025 Capital Improvement Plan (CIP) to provide for the adjustments of priorities regarding the maintenance and improvement of public infrastructure in support of the City's vision and goals and the City's annual budget; and

**WHEREAS**, the CIP amendment describes in detail the updated timeline of projects that are needed to align with the current goals of the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the FY 2020-2025 Capital Improvement Plan (CIP) is hereby adopted.

**PASSED AND APPROVED** this 25 day of April 2022.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

CITY OF POLK CITY, IOWA

CAPITAL IMPROVEMENTS PLAN  
(CIP)  
2020-2025



Mayor

[Jason Morse 2014-2021](#)  
[Steve Karsjen 2022-2026](#)

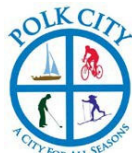
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City Council

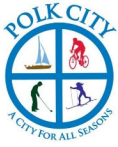
Ron Anderson     Dave Dvorak  
Rob Sarchet     Mandy Vogel  
Jeff Walters

City Manager

Chelsea Huisman



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City of Polk City, Iowa  
City Council Agenda Communication

**Date:** April 11, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Set public hearing for Amendment to the City 5-year CIP Plan (CIP)

---

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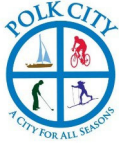
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## City of Polk City, Iowa Capital Improvement Plan

**Date:** August 24, 2020  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** 5-year Capital Improvement Plan (CIP)

---

### 1. General Overview and Introduction

#### A. INTRODUCTION

The Mayor and City Council requested that a Capital Improvement Plan (CIP) for future capital projects in Polk City be implemented. The main components of a CIP are to identify the projects and estimated costs of each project and devise a way to pay for these projects over a period of years.

A CIP is a tool for the scheduling, planning, and financing of large-scale projects and equipment purchases. A CIP provides the elected officials, city staff and the citizens with a list of the future projects that the City plans to complete over a period of 5 years. With that being said, it is not a plan that is definite, and it can be revised at any time. The adoption of a CIP does not obligate the City to take any course of authorization. It does not obligate the current or any future City Council to complete a project. The main focus is when a project or purchase may be completed and how it will be paid for. The final decision will be decided by the City Council during the preparation of the annual city budget and the actual award of a contract to complete any given project.

The City Council has set a Public Hearing for the proposed CIP on September 14, 2020 at 6pm. Comments are welcomed and encouraged from the public. Questions and comments may be sent to [jjgibbons@polkcityia.gov](mailto:jjgibbons@polkcityia.gov) prior to 5pm on September 14, 2020.

After Polk City's CIP is adopted, we will review and possibly amend each year. Completed projects will be checked off the City's list. New projects may be added to the CIP. Some projects may change in scope or cost.

#### B. PHASE I-IDENTIFICATION OF POTENTIAL PROJECTS

The City began the CIP by identifying all projects and equipment purchases. The elected officials and city staff identified 41 capital projects and 69 equipment purchases. While acknowledged early on that the City does not have the capability of completing all projects identified, it is a good exercise for the City to identify the long-term infrastructure needs in Polk City.

The City Council held its first work session related to the 5-year CIP on May 11, 2020. At that work session, a list of all projects was reviewed and discussed. The Mayor and City Council were directed to individually grade each project prior to the upcoming work session. Each elected official participated in the exercise and submitted rankings to the City Manager.

A complete list of the projects and equipment are attached as Exhibit A and is located at the back of this plan.

#### **C. PHASE II-RANKING OF CAPITAL PROJECTS**

The second phase of the CIP process involved the ranking of the proposed projects. Once each elected official graded the 41 listed projects, a ranking was designated to each project. The following A to F grades were used by the elected officials when rating a particular project:

- An “A” (4 points) ranking determines this is a very high priority project
- A “B” (3 points) ranking determines this is a high priority project
- A “C” (2 points) ranking determines this is a moderate priority project
- A “D” (1 point) ranking would indicate that this project should be postponed to some date beyond
- An “F” (0 points) ranking indicates that you are not interested in completing this project

The projects were then ranked accordingly. A project could receive anywhere from 0-24 points. A perfectly scored project, 24 points, would be graded “A” amongst 6 elected officials. The rankings were tabulated and discussed at the work session on June 8, 2020. All projects were placed accordingly into their respective years, and some project adjustments were made by the City Council.

A complete list of the project rankings is attached as Exhibit B and is located at the back of this plan.

#### **D. POTENTIAL SOURCES OF FUNDING FOR CAPITAL PROJECTS**

The City has multiple sources of revenue and means of accomplishing the capital projects and equipment purchases identified in this Capital Improvement Plan. Listed below is an overview of the sources of revenue the City will be utilizing to implement these projects:

1. *General Obligation Loans*-The City currently has 3 outstanding General Obligation loans (G.O. 2014 sewer improvements, G.O. 2018 water improvements, and 2020 G.O. 2020 asphalt overlay street project). Many cities utilize GO loans to pay for capital projects. The main restriction regarding general obligation is the amount borrowed cannot exceed the City's constitutional debt limit. A city's constitutional debt limit is 5% of all their taxable valuations. A City can borrow the full amount of their debt limit, however, for good financial planning I would recommend at a maximum we try to stay somewhere between 75%-80% to allow for emergency purposes.

It is also important to note that the City also has 10 Tax Increment Financing (TIF) rebate agreements. Each agreement does count against the City's constitutional debt limit, however, it is important to note that because the Council annually appropriates those agreements (meaning that the Council has to agree to pay each year) that only the annual dollar amount counts against the City's constitutional debt limit.

This proposed CIP includes borrowing for General Obligation bonds for 4 Capital Improvement projects in the following years:

- 2020-2021 Project #33 HMA Overlay street project-total amount borrowed: \$1,750,000
- 2022-2023 Project #9 Regional Park Facility (financing for this project also includes grant funding and General Fund cash) & Project #15 N. 3<sup>rd</sup> Street trail connection to outer city limits-total amount borrowed: \$2,184,000
- 2023-2024 Project #14 N. 3<sup>rd</sup> Street trail and intersection alignment at Northside Dr- total amount borrowed: \$1,227,000
- 2024-2025 Project #2 City Hall/Fire Station/Police rebuild/remodel-total amount borrowed: \$2,000,000

2. *General Fund*-The City has the option of financing some of the less expensive projects with money from the General Fund. The largest revenue source for the General Fund is property taxes.

This proposed CIP includes utilizing General Fund money for the following projects:

- 2020-2021 Project #4 Town Square Parking Study
- 2020-2021 Project #17 Trail Study-Town Center
- 2020-2021 Project #1 Facility Needs Assessment
- 2020-2021 Project #30 2020 Street repair project
- 2022-2023 Project #9 Regional Park Facility (financing for this project also includes grant funding and GO Loan)

- 2024-2025 Project #29 Sump Pump collector lines (Option for special assessment)
- 2024-2025 Project #21 North Broadway sidewalks (Option for special assessment)

3. *Sanitary Sewer and Water Revenue Loans*-The City can issue sanitary sewer revenue and water revenue bonds or loans to finance sewer and water capital projects. To repay back these loans, the City pledges sanitary sewer or water user fee revenues to pay back these loans. Revenue loans do not count against the City’s constitutional debt limit. They are a great source of borrowing for some of those larger projects for the sanitary sewer or water systems.

This proposed CIP includes borrowing for water revenues bonds for 2 capital improvement projects, slated to occur in the same year:

- 2022-2023 Project #36 Eastside Water Tower project with Des Moines Water Works & Project #41 Water Tower Painting-total amount borrowed \$2,404,800

4. *Enterprise Funds (Water & Sewer)*- The City has the option of financing some of the less expensive projects with money from the water or sewer fund, or in other words utilizing money from the water or sewer operating budget. The revenue for both funds comes from user fees.

This proposed CIP includes utilizing Water money for the following projects:

- 2021-2022 Project #37 W. Bridge Road water main loop
- 2021-2022 Project #38 New water well

This proposed CIP includes utilizing Sewer money for the following projects:

- 2021-2022 Project #26 Inflow/Infiltration study
- 2021-2022 Project #23 North trunk sewer study
- 2022-2023 Project #24 Northeast trunk sewer study
- 2023-2024 Project #27 Parker Lift station upgrade
- 2024-2025 Project #28 TCI Lift station upgrade

5. *Road Use Tax*-The City does receive RUT money. Some of the less expensive projects (equipment purchases) could be financed from this fund.

This proposed CIP includes utilizing RUT for one project:

- 2023-2024 Project #35 WhiteTail Parkway Corridor Study

6. *Grants*-The City should consider grant programs for some capital projects. Some of the proposed grants include Enhance Iowa CAT (Community Attraction and Tourism), Resource Enhancement

and Protection Grant (REAP), Land and Water Conservation Fund (LWCF), Revitalize Iowa's Sound Economy (RISE), Surface Transportation Block Grant (STBG), and Surface Transportation Program (TAP). There are other smaller grant programs available, however, this grant list is comprised of the larger opportunities available for funding.

The City will apply for any grant opportunities available for projects outlined in this CIP. One of the benefits of having a CIP in place is it sets guidelines for the city staff to apply for possible grant opportunities. This project utilizes grant funding for 2 projects:

- 2022-2023 Project #9 Regional Park Facility-estimated \$2,000,000 in grants/private donations
- 2023-2024 Project #14 N. 3<sup>rd</sup> Street Trail and intersection alignment at Northside Dr.-STBG awarded \$393,000

7. *Donations*-It is common for cities to receive donations for library related projects, park improvements, trails, fire department and police department equipment and building updates/remodels. These contributions can be individual, service clubs, gaming establishments, and corporations within the community.
8. *Local Option Sales Tax*-The voters of Polk City approved local option sales tax in 1985. The City Council at the time adopted a resolution which stated that LOST would be used for the following:
  - a. *50% Property Tax Relief*
  - b. *50% General Purpose*

Since the resolution states that 50% of the LOST will be used for property tax relief, the City can allocate this revenue for any public purpose in the General Fund. For example, it could be used for general operating expenses, such as salaries.

For this proposed CIP, we will spend 50% on general fund activities, and 50% for projects outlined in the plan. Those projects include:

- 2021-2022 Project #11 Lost Lakes Park-Phase II
- 2022-2023 Project #3 City Hall Parking lot
- 2022-2023 Project #15 N. 3<sup>rd</sup> Street Trail connection to outer city limits (\$380,000 LOST, remainder paid with GO Loan)
- 2023-2024 Project #18 West Bridge Road trail gap at Van Dorn property
- 2023-2024 Project #32 Van Dorn/3<sup>rd</sup> Street Intersection improvements
- 2023-2024 Project #34 East Broadway Street improvements



- 2024-2025 Project #19 West Bridge trail-Parker to Neal Smith Trail
- 2024-20205 Project #10 Twelve Oaks Parks-Phase II

9. *Low to Moderate Income (LMI) money-* Under the Code of Iowa, the City is required by law to set-aside a percentage of money to be used for low to moderate income families when TIF incentives are given to a residential developer. That percentage in Polk County is 39% in FY20-21. The City has incurred a large amount of LMI money over the years and has incorporated spending a portion of that to finance projects that benefit residential properties that meet the requirements. The LMI rate in Polk City is currently 28%. The City can utilize 28% of LMI money on critical infrastructure needs for the water and sewer utility. These projects include:

- 2021-2022 Project #37 W. Bridge Road water main loop
- 2021-2022 Project #38 New Water well
- 2022-2023 Project #36 Eastside Water Tower project with DMWW & Project #41 Water Tower Painting(financed together)
- 2022-2023 Project #8 Property purchase
- 2023-2024 Project #27 Parker lift station upgrades
- 2024-2025 Project #29 Sump Pump collector lines
- 2024-2025 Project #28 TCI lift station upgrades

**E. OPTIONAL FUNDING SOURCES-NOT USED IN THIS CIP**

The City could generate additional revenue for capital projects by authorizing any of the below sources:

1. *Capital Improvement Fund Tax Levy-* The City has the opportunity to levy 67.5 cents per \$1,000 assessed of taxable valuations, if approved by the voters. Many cities utilize this to fund capital projects. This additional voted on levy would generate an additional \$183,500. It is important to note this is a separate levy, and if the city did levy for the full amount, we would be adding \$.67500 to the City’s overall tax levy.
2. *Franchise Fees for Electric and Gas-*The City can impose up to a 5% fee on electric, cable, and gas utility revenues. The City of Polk City is currently receiving a 1% franchise fee from both the electric and natural gas utilities, which will generate \$40,000 for the City’s General Fund. The City retains the option of increasing the fees from 1% to 5% for the purpose of funding capital projects in the future. If the City should ever decide to request the additional 4% in franchise fees, the City would allocate an additional \$160,000 per year to finance capital projects, or an additional \$40,000 annually per percentage implemented. These additional fees have not been included in this proposed CIP.

3. *Special Assessments*- The City may construct infrastructure and then assess a portion of the cost back to the properties that benefit from the improvements. Two projects in the CIP are being financed with General Fund reserve money, with an opportunity to special assess after construction.
4. *Storm Water Utility*- The City can establish a storm water utility with user fees to help pay for some storm water related projects. Cities can either charge a flat fee for classification of property or may calculate based upon the amount of runoff from the property. We have discussed this amongst the Council and there seems to be some interest. A \$1 monthly charge for residential and \$2 for commercial would generate approximately \$30,000 annually.
5. *Tax Increment Financing*- The City has the capability of paying for capital projects through Tax Increment Financing, also known as TIF. As long as the City incurs a debt or contractual obligation to fund a project located in an urban renewal area, the City can request TIF to finance infrastructure improvements. TIF has not been utilized to pay for projects within the CIP, and that could still be an option.

#### **F. CASH FLOW PROJECTIONS**

Incorporated into this CIP are cash flows for all the city funds intended to be used for this plan. Those documents are located at the back of the CIP, and identified as Exhibits C-N.

#### **G. AMORTIZATION SCHEDULES**

Incorporated into this CIP are amortization schedules used for the 4 projects the City plans to issue new debt for. Those documents are located at the back of the CIP and identified as Exhibits 1-4.

#### **H. PROJECT PROFILES**

After the City Council narrowed down the list of projects further, and placed projects into their appropriate fiscal year, I asked the City's Engineering firm to provide up to date cost estimates for each project within their respective year planned for construction. Of the 41 projects presented to the City Council, 31 have been incorporated into this 5-year plan and 10 have not.

The following is a list of the project profiles, with up to date cost estimates.

CAPITAL IMPROVEMENT PROGRAM - EQUIPMENT							
Equipment List	FY 20-21	FY21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 5 years	NOTES
<b>POLICE DEPARTMENT</b>							
1. Vehicle #22-Silverado	\$ <del>15,530.00</del>	\$ 19,056.48	\$ 19,056.48	\$ 19,056.48	\$ 9,291.50		
2. NEW Server Migration & Body Camera Implementation	\$ 42,907.00						
3. NEW Evidence/Processing Video Cameras		\$ <del>25,750.00</del>					
4. Bullet proof vests Replacement		\$ 6,000.00					
5. Vehicle #20 Return	\$ 9,377.00	\$ 9,377.00	\$ 11,378.61				
6. Vehicle #21 & #24		\$ 9,807.60	\$ 9,807.60	\$ <del>17,500.00</del>	\$ <del>17,500.00</del>		
7. Vehicle #25 Keltek Lease and replacement		\$ 18,000.00	\$ 19,500.00	\$ 22,000.00	\$ 22,000.00		
8. Handgun replacement				\$ <del>12,000.00</del>	\$ 12,000.00		
9. Vehicle #23 replacement				\$ 22,000.00	\$ 22,000.00		
10. Body Camera Replacement					\$ <del>17,500.00</del>		
11. NEW vehicle (new vehicle to the fleet)						\$ 30,000	FY25-26
12. #26 RUAN Lease			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 17,500	FY25-26
(Difference from original 5-year CIP Proposal)	\$ 15,530.00	\$ (5,584.08)	\$ (41,935.69)	\$ (20,525.48)	\$ (15,791.50)		
<b>FIRE DEPARTMENT</b>							
13. NEW Cot Power Load	\$ 30,000.00						
14. Mobile Computer M4 Replacement		\$ <del>6,000.00</del>					
15. Bunker Gear replacement		\$ 56,000.00					
16. e461 replacement			\$ 65,000.00				
17. NEW (2) ambulance Cots (\$8,000 each)		\$ 31,250.00	\$ <del>16,000.00</del>				
18. Mobile Computer M58 Replacement			\$ <del>6,000.00</del>				
19. LifePak Cardiac Monitors (\$35,000 each) replacement			\$ 70,000.00				
20. E451 Replacement				\$ 700,000.00			
21. Mobile Computer-M3 Replacement				\$ 6,000.00			
22. Ambulance E451 Replacement					\$ 300,000.00		
23. Gator Replacement					\$ 25,000.00		
24. Mobile computer-459 Replacement					\$ 6,000.00		
25. Boat Replacement						\$ 90,000	FY25-26
26. Mobile Computer M4 Replacement						\$ 6,000	FY25-26
27. Mobile Computer M451 Replacement						\$ 6,000	FY25-26
28. B457 Replacement						\$ 150,000	FY26-27
29. Mobile Computer-C461 Replacement						\$ 6,000	FY26-27
30. E458 Replacement						\$ 800,000	FY27-28
31. Mobile Computer-C450 Replacement						\$ 6,000	FY27-28
32. U459 Replacement						\$ 60,000	FY28-29
33. Cot Power Load Replacement						\$ 24,000	FY28-29
(Difference from original 5-year CIP Proposal)	\$ -	\$ 31,250.00	\$ 22,000.00	\$ -	\$ -		
<b>PARKS AND RECREATION</b>							
34. NEW 15 passenger van		\$37,000					
<b>TOTAL GENERAL FUND</b>	\$ 82,284.00	\$186,491	\$ 214,742.69	\$ 789,056.48	\$ 416,291.50		
<b>GENERAL FUND SET ASIDE</b>		\$ 175,000.00	\$ <del>175,000.00</del>				
<b>PUBLIC WORKS</b>							
35. Trash Pump Replacement	\$ 35,000.00						
36. Snow Blower Replacement	\$ <del>15,000.00</del>			\$ 15,000.00			
37. NEW-UTV	\$ 20,000.00						
38. F-350 Pickup Replacement (2008)	\$ 50,000.00						
39. John Deere 3720 Replacement (2006)		\$ 65,000.00					
40. Soil Reliever Replacement (2007)		\$ <del>15,000.00</del>		\$ 40,000.00			
41. John Deere Mower Replacement (1985)		\$ <del>20,000.00</del>					
42. Tractor Tiller Replacement (2005)		\$ 7,000.00					
43. Tractor Brush Cutter Replacement (2005)		\$ 5,000.00					
44. John Deere Snow Blower Replacement (2000)		\$ 2,000.00					
45. Bobcat Auger Replacement		\$ 6,000.00					
46. Single Axle Dump Truck Replacement (2008)			\$ 218,500.00				
47. Case Endloader (2009) + Plow and wing Replacement			\$ 212,500.00				
48. F-350 Pickup Replacement (2012)				\$ 60,000.00			
49. Bobcat S750 Replacement (2013)				\$ <del>50,000.00</del>	\$ 70,000		FY27-28
50. NEW John Deere Zero Turn mower				\$ <del>20,000.00</del>	\$ 30,000		FY27-28
51. John Deere Front-Mount mower Replacement (2011)				\$ <del>20,000.00</del>	\$ 30,000		FY27-28
52. Mosquito Sprayer Replacement				\$ <del>10,000.00</del>	\$ 15,000		FY27-28
53. Bobcat concrete breaker replacement (2009)					\$ <del>10,000.00</del>	\$ 15,000	FY27-28
54. Bobcat street broom with curb attachment (2008) Replacement					\$ <del>15,000.00</del>		
55. Bobcat Land Plane replacement (2012)					\$ <del>5,000.00</del>	\$ 5,000	FY31-32
56. Grapple Bucket replacement (2012)					\$ 5,000.00		
57. F-350 Pick-up replacement (2014)					\$ 60,000.00		
58. Tandem Axle Dump Truck Replacement (2016)						\$ 150,000	FY25-26
59. Bucket Truck Replacement (2005)						\$ 50,000	FY25-26
60. F-350 Pickup Replacement (2015)						\$ 50,000	FY25-26
61. Gang Mower Replacement (2005)						\$ 20,000	FY26-27
62. Pick-up sander replacement						\$ 15,000	FY26-27
63. Bobcat Angle Broom replacement (2011)						\$ 10,000	FY26-27
64. F-250 Pickup replacement (2017)						\$ 50,000	FY26-27
65. Portable Air Compressor replacement (2007)						\$ 20,000	FY27-28
66. NEW Pickup Sander (stainless steel)						\$ 15,000	FY27-28
67. F-350 Pickup Replacement (2018)						\$ <del>50,000</del>	<del>FY27-28</del>
68. NEW Single Axle Dump Truck						\$ 180,000	FY28-29
69. F-350 Pick-up replacement (2008)				\$ 65,000.00		\$ 50,000	FY28-29
70. 2017 Street sweeper		\$ 125,000.00					
71. NEW SUV Ford Edge			\$ 33,500.00				
72. NEW Mini Excavator					\$ 100,000.00		
(Difference from original 5-year CIP Proposal)	\$ 15,000.00	\$ (110,000.00)	\$ (179,500.00)	\$ (80,000.00)	\$ (85,000.00)		
<b>PUBLIC WORKS EQUIPMENT TOTAL</b>	\$ 105,000.00	\$ 210,000.00	\$ 464,500.00	\$ 180,000.00	\$ 160,000.00		
<b>RUT EQUIPMENT</b>	\$ 35,000.00	\$ 70,000.00	\$ 154,833.33	\$ 60,000.00	\$ 53,333.33		
<b>WATER EQUIPMENT</b>	\$ 35,000.00	\$ 70,000.00	\$ 154,833.33	\$ 60,000.00	\$ 53,333.33		
<b>SEWER EQUIPMENT</b>	\$ 35,000.00	\$ 70,000.00	\$ 154,833.33	\$ 60,000.00	\$ 53,333.33		
<b>GRAND TOTAL EQUIPMENT</b>	\$ 187,284	\$ 396,491	\$ 679,243	\$ 969,056	\$ 576,292	\$ 2,808,366	

CAPITAL IMPROVEMENT PROGRAM - PROJECTS							
PROJECT LIST	FY 20-21	FY21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 5 years	Cost estimate
<b>BUILDINGS</b>							
1. Facility needs assessment	\$ 50,000.00						\$ 50,000.00
2. City Hall/Police/Fire Station Rebuild/Remodel			\$ 5,619,000.00		<del>\$ 2,000,000.00</del>		\$ 5,619,000.00
3. City Hall Parking Lot			\$ 231,000.00				\$ 231,000.00
4. Town Square Parking study	<del>\$ 15,000.00</del>	\$ 15,000.00					\$ 15,000.00
5. Public Works Maintenance shop expansion						\$ 400,000.00	\$ 400,000.00
6. Library Expansion Project						\$ 2,000,000.00	\$ 2,000,000.00
7. City Pool/Aquatic Facility						\$ 3,000,000.00	\$ 3,000,000.00
8. Property Purchase- 214 3rd Street	\$ 190,000.00		<del>\$ 190,000.00</del>				\$ 190,000.00
<b>PARKS AND RECREATION</b>							
9. Regional Park Facility (Park)			<del>\$ 5,000,000.00</del>	\$ 5,000,000.00			\$ 5,000,000.00
10. Twelve Oaks Parks-Phase II (Park)					\$ 181,250.00		\$ 181,250.00
11. Lost Lakes Park-Phase II (Park)		\$ 203,000.00					\$ 203,000.00
12. 3rd Street & Davis vacant lot (Harvey Property) (Park)						\$ 400,000.00	\$ 400,000.00
13. Leonard Park parking lot (Park)						\$ 200,000.00	\$ 200,000.00
14. N. 3rd Street Trail and intersection alignment at Northside (Phase I)				\$ 1,620,000.00			\$ 1,620,000.00
15. N. 3rd Street Trail connection to outer city limits (Phase 2)			\$ 570,000.00				\$ 495,000.00
16. High Trestle Trail connector construction (Trail) (Phase 3)				\$ 1,029,200.00			\$ 1,029,200.00
17. Trail Study-Town Center (Trail)	\$ 20,000.00						\$ 20,000.00
18. West Bridge Road Trail gap @ VanDorn Property (Trail)				\$ 47,000.00			\$ 47,000.00
19. West Bridge Trail-Parker to Neal Smith (Trail)					\$ 99,000.00		\$ 99,000.00
20. Woodhaven Linear Park Trail connection (Trail)					\$ 64,000.00		\$ 64,000.00
21. North Broadway sidewalks (sidewalks)					\$ 476,000.00		\$ 250,000.00
22. Crossroads trail connection to DeerHaven Trail & Neal Smith Trail						\$ 350,000.00	\$ 350,000.00
<b>SANITARY SEWER</b>							
23. North Trunk Sewer Study		\$ 20,000.00					\$ 20,000.00
24. Northeast Trunk Sewer Study			\$ 20,000.00				\$ 20,000.00
25. E. Southside Trunk Sewer						\$ 558,600.00	\$ 558,600.00
26. Inflow/Infiltration Study		\$ 30,000.00					\$ 30,000.00
27. Parker Lift Station Upgrade				\$ 124,000.00			\$ 124,000.00
28. TCI Lift Station Upgrade					\$ 96,000.00		\$ 96,000.00
<b>STORM SEWER</b>							
29. Sump Pump Collector lines					\$ 344,000.00		\$ 344,000.00
<b>STREETS</b>							
30. Street Repair Project	\$ 200,000.00		\$ 200,000.00	\$ 200,000.00	\$ 200,000.00		\$ 200,000.00
31. NW Hugg Drive/NW 72nd Street Project						\$ 1,000,000.00	\$ 1,000,000.00
32. Van Dorn/3rd Street Intersection				\$ 182,000.00			\$ 182,000.00
33. HMA Overlay project (2020)	\$ 1,729,794.00						\$ 1,729,794.00
34. East Broadway Street improvements				\$ 323,000.00			\$ 323,000.00
35. WhiteTail Parkway Corridor Study				\$ 25,000.00			\$ 25,000.00
42. E. Vista Lake intersection improvements (round-about)		\$ 1,862,051.00					
<b>WATER</b>							
36. Eastside Water Tower-project with DMWW			<del>\$ 3,050,000.00</del>	\$ 3,050,000.00			\$ 3,050,000.00
37. W. Bridge Road Water Main loop		\$ 76,140.00					\$ 76,140.00
38. New Water Well		<del>\$ 513,000.00</del>					<del>\$ 513,000.00</del>
39. Purchase Capacity-DMWW							\$ 500,000.00
40. NW 72nd Street Water Main						\$ 251,000.00	\$ 251,000.00
41. Water Tower Painting			<del>\$ 290,000.00</del>	\$ 290,000.00			\$ 290,000.00
<b>(Difference from original 5-year CIP)</b>	\$ 45,206.00	\$ (1,382,191.00)	\$ 2,636,000.00	\$ (7,510,800.00)	\$ 1,889,950.00		\$ (3,841,975.00)
<b>GRAND TOTAL</b>	\$ 2,189,794.00	\$ 2,206,191.00	\$ 6,640,000.00	\$ 10,861,000.00	\$ 1,460,250.00		\$ 23,357,235.00

\*hyperlinks included on each project line for easy navigation

## **FY 2020-2021**

~~Town Square Parking Lot Study~~

Trail Study – Town Center (Trail)

Facility Needs Assessment

2020 Street Repair Project

HMA Overlay Project – 2020

Property Purchase

## **FY 2021-2022**

Town Square Parking Lot Study

Inflow/Infiltration Study

W. Bridge Road Water Main Loop

~~New Water Well~~

North Trunk Sewer Study

Lost Lakes Park – Phase II (Parks)

N. 3<sup>rd</sup> Street & Vista Lake Avenue Intersection Improvements Project

## **FY 2022-2023**

N. 3<sup>rd</sup> Street Trail Connection to Outer City Limits

~~Regional Park Facility~~

City Hall Parking Lot

~~Eastside Water Tower Project with DMWW~~

Northeast Trunk Sewer Study

~~Property Purchase~~

~~Water Tower Painting~~

City Hall / Police / Fire Station - Remodel / Rebuild

2022 Street Repair Project

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## **FY 2023-2024**

N. 3<sup>rd</sup> Street Trail and Intersection Align at Northside Dr

High Trestle Trail Connector

White Tail Parkway Corridor Study

Parker Lift Station Upgrade

West Bridge Road Trail Gap @ Van Dorn Property (Trail)

Van Dorn / 3<sup>rd</sup> Street Improvements

East Broadway Street Improvements

Regional Park Facility

Eastside Water Tower Project with DMWW

Water Tower Painting

2023 Street Repair Project

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## **FY 2024-2025**

West Bridge Trail - Parker to Neal Smith (Trail)

Sump Pump Collector Lines

TCI Lift Station Upgrade

Twelve Oaks Park – Phase II (Parks)

North Broadway Sidewalks

~~City Hall / Police / Fire Station – Remodel / Rebuild~~

Woodhaven Trail Connection (Trail)

2024 Street Repair Project

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Buildings

**PROJECT:** Project #4 Town Square Parking Study

**COUNCIL RANKING:** A/24 points

**PROPOSED DATE FOR CONSTRUCTION:** ~~FY20-21 July 1, 2020 June 30, 2021~~ FY21-22 July 1, 2021 – June 30, 2022

**SOURCE OF REVENUE:** General Fund

**Description of Project:** This project consists of an assessment of the town square parking issues. The study would focus on the possibility of re-striping the square, as well as initiating one-ways to maximize parking.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$15,000

**Justification for Project:** There is a need for parking on the square and with the small amount of space for expansion the need for evaluating different methods for parking. This study has been budgeted for in the FY20-21 budget.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #17 Trail Study-Town Center (Trail)

**COUNCIL RANKING:** A/24 points

**PROPOSED DATE FOR CONSTRUCTION:** FY20-21 July 1, 2020-June 30, 2021

**SOURCE OF REVENUE:** General Fund

**Description of Project:** This study consists of planning and budgeting for connection of E. Broadway Street, S. 3<sup>rd</sup> Street, and N. 3<sup>rd</sup> Street trails to the City square.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$20,000

**Justification for Project:** This study is a priority for the City to have multiple trail avenues to the center of the City, providing additional economic dollars into the local community. The study will analyze possible connections as well as cost estimates for those connections. Future construction of the trails would be potential future projects depending on the outcome of the study. This study has been budgeted for in the FY20-21 budget.



**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Buildings

**PROJECT:** Project #1 Facility Needs Assessment

**COUNCIL RANKING:** A/24 points

**PROPOSED DATE FOR CONSTRUCTION:** FY20-21 July 1, 2020-June 30, 2021

**SOURCE OF REVENUE:** General Fund

**Description of Project:** This project consists of a study of all city facilities. The assessment would provide the City with a list of deficiencies for all city facilities (to include City Hall, Police Department, Fire Station, Public Works Facility, Community Center, Public Library, and Miller Park Shelter house) and would give us cost opinions to remodel vs. rebuild for each building.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$50,000

**Justification for Project:** This assessment will provide the City with a good understanding of what it will cost the City to build new facilities vs. remodel the current city facilities. The study will take things into consideration such as: future growth of the community, future growth for staffing, and different alternatives for remodeling options. Future construction of buildings related to this study would be potential future projects depending on the outcome of the study. This study has been budgeted in the FY20-21 budget.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #30 2020 Street Repair Project

**COUNCIL RANKING:** A/24 points

**PROPOSED DATE FOR CONSTRUCTION:** FY20-21 July 1, 2020-June 30, 2021

**SOURCE OF REVENUE:** General Fund

**Description of Project:** This program has been ongoing for 3 budget years for minor street repairs. The City has designated annually \$200,000 - \$300,000 to repair concrete street panels throughout the community. After the FY20-21 budget, the City will move this expense to the Road Use Fund, and this project will be ongoing each year to repair and replace portions of city streets.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$165,300
Construction Contingency	\$16,500
Engineering & Project Administration	<u>\$18,200</u>
	\$200,000

**Justification for Project:** This project is an ongoing project. In 2018 the City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #33 HMA Overlay Project 2020

**COUNCIL RANKING:** A/24 points

**PROPOSED DATE FOR CONSTRUCTION:** FY20-21 July 1, 2020-June 30, 2021

**SOURCE OF REVENUE:** General Obligation Loan/General Fund

**Description of Project:** Overlay all asphalt streets in Polk City.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	<del>\$1,928,633.50</del>
	<u>\$1,729,794</u>
In-kind contribution	<del>\$165,088</del>
	<u>\$1,928,633.50</u>

A detailed cost estimate from Polk County is attached.

**Justification for Project:** The City had an opportunity to join Polk County's contract for asphalt overlay in 2020. The estimated cost for the City to construct the project as a stand-alone project was \$2.8 million. The City was able to save significantly by joining Polk County's contract. An in-kind contribution of \$165,088 for Design and Construction Administration services was contributed from Polk County. This project was budgeted for in the FY20-21 budget.



**Grimes Asphalt and Paving Corporation**  
 Post Office Box 3374  
 5550 NE 22nd Street  
 Des Moines, IA 50316  
 Phone: (515) 266-5173 Fax: (515) 266-5255  
[www.grimesasphalt.com](http://www.grimesasphalt.com)

<b>To:</b> Polk County	<b>Contact:</b> Matt Yonker
<b>Address:</b> 5885 NE 14th Street Des Moines, IA 50313	<b>Phone:</b>
<b>Project Name:</b> Polk City 2020 HMA Resurfacing	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Data:</b>

Item #	Description	Quantity	Unit	Unit Price	Total Price
	4" HMA Resurfacing	17,327.00	TON	\$71.00	\$1,334,179.00
2	Mitug Butt Joints- Includes Cleaning And Prep	16,355.00	SY	\$5.50	\$8,995.250
3	Manhole Boxouts- Includes New Castings And Chimney Seals And Water Valves	11.00	EACH	\$2,000.00	\$144,000.00
11	HMA Shouldering	860.00	TON	\$77.00	\$66,220.00
5	Pavement Markings	133.00	ST	\$60.00	\$7,980.00
6	Traffic Control	1.00	LS	\$25,000.00	\$25,000.00
7	Mobization	1.00	LS	\$25,000.00	\$25,000.00
8	Earth Shouldering	43.00	TON	\$205.00	\$8,815.00
9	Granular Shouldering	1,351.00	TON	\$37.00	\$49,987.00
10	Agggers	30.00	mAY	\$450.00	\$13,500.00

**Total Bid Price: \$1,928,633.50**

**Payment Terms:**

This proposal may be withdrawn by us if not accepted within 30 days.

It is understood that progress payments shall be made as work progresses, final payment due upon completion. A serial charge of 1 1/2% will be added if not paid within 30 days from date of invoice.

This proposal voids all previous proposals.

It is understood that Grimes Asphalt may require credit assurances from the customer and/or owner, including but not limited to bank letters of guarantee and/or payments deposited into escrow accounts before work commences at anytime during the performance of work.

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>          Grimes Asphalt and Paving Corporation</p> <p>_____</p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimate Dr:</b> _____</p>
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**Legend**

Street Repair Projects

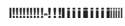
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1,000

**Future HMA Mill and Overlay Projects**

• a ASSOCI ATES

N



Future Street Repair Projects | Polk City, Iowa 11/02/2018

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Sanitary Sewer

**PROJECT:** Project #26 Inflow/Infiltration (I/I) study

**COUNCIL RANKING:** B/21 points

**PROPOSED DATE FOR CONSTRUCTION:** FY21-22 July 1, 2021-June 30, 2022

**SOURCE OF REVENUE:** Sewer Fund

**Description of Project:** This study will analyze the original area of Polk City and identify I/I issues within the sanitary sewer collection system.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$30,000

**Justification for Project:** This study will help the City to identify potential I/I problems in the original area of town. Once the study is complete, the City will plan accordingly to reduce I/I in this area identified. Completing the study is the first step of the process. Once the study is complete, the City will then need to implement a plan for construction/repair. Future construction of repairs would be potential future projects depending on the outcome of the study. Those repairs have not been incorporated into this CIP, however, the Council may need to make some changes once results from the study are finalized. A plan to address I/I issues could provide a cost savings as the City pays per gallon all discharge going to the Treatment Plant (WRA).

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Water

**PROJECT:** Project #37 W. Bridge Road Water main loop

**COUNCIL RANKING:** B/20 points

**PROPOSED DATE FOR CONSTRUCTION:** FY21-22 July 1, 2021-June 30, 2022

**SOURCE OF REVENUE:** Water Fund

**Description of Project:** Install approximately 250 feet of 12" water main to fill a gap in the City's water system.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	<del>\$39,675</del> <u>\$65,000</u>
Construction Contingency	<del>\$8,325</del>
Engineering & Project Administration	<del>\$8,000</del> <u>\$11,140</u>
	<del>\$56,000</del> <u>\$76,140</u>
Cost to construct in FY21-22:	<del>\$58,000</del> <u>\$76,140</u>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The completion of this project will create a critical water main loop on the southeast side of Polk City. The result of the project will produce better water flows and circulation within the system. The gap in this main is due to a residential lot (1401 W. Bridge Road) within a commercial district.

Project #37 W. Bridge Road Water main loop

**ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS**



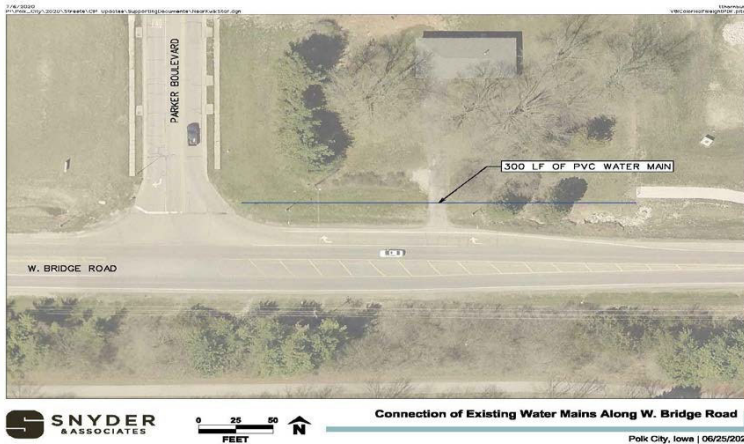
**CONNECTION OF EXISTING WATER MAINS  
BETWEEN PARKER BOULEVARD AND LAKESIDE FELLOWSHIP CHURCH**

Polk City, Iowa  
120.0001.01  
June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>WATER MAIN AND APPURTENANCES</b>					
5.1	12" PVC Water Main (1)	300	LF	\$ 100.00	\$ 30,000.00
<b>STREETS AND RELATED WORK</b>					
7.1	Removal of Pavement	35	SY	\$ 20.00	\$ 700.00
7.2	Driveway, PCC, 7"	35	SY	\$ 85.00	\$ 2,975.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Permanent Seeding (2)	0.6	ACRE	\$ 5,000.00	\$ 3,000.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00
Subtotal:					\$ 39,675.00
Contingency (~20%):					\$ 8,325.00
CONSTRUCTION TOTAL:					\$ 48,000.00
Engineering, Construction, and Administration (~15%):					\$ 8,000.00
TOTAL PROJECT COST (FY 2020):					\$ 56,000.00
TOTAL PROJECT COST (FY 2021):					\$ 58,000.00

**Notes**

- (1) Item will include removal and replacement of existing paved driveway.
- (2) Assumes a disturbed width of 30' over all trenched water main.



Connection of Existing Water Mains Along W. Bridge Road

Polk City, Iowa | 06/25/2020



~~CITY OF POLK CITY~~  
~~CAPITAL IMPROVEMENT PROJECT~~

~~DEPARTMENT: Water~~

~~PROJECT: Project #38 New water well~~

~~COUNCIL RANKING: B/19 points~~

~~PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022~~

~~SOURCE OF REVENUE: Water Fund~~

~~Description of Project: This project would include a new well and upgrades at the water treatment plant.~~

~~Cost Estimate:~~

<del>Item</del>	<del>Total</del>
<del>Construction Costs</del>	<del>\$390,000</del>
<del>Construction Contingency</del>	<del>\$39,000</del>
<del>Engineering &amp; Project Administration</del>	<del>\$64,000</del>
	<del>\$493,000</del>
<del>Cost to construct in FY21-22:</del>	<del>\$513,000</del>

~~A detailed cost estimate from Snyder & Associates is attached.~~

~~Justification for Project: The City currently produces approximately 50% of water sold and purchases approximately 50% from Des Moines Water Works (DMWW). A new well and upgrades will increase the City's water production. Producing additional water would help the City during peak capacity days from DMWW and paying a premium for those peak days. A new well could also allow for less reliability on DMWW for water.~~

**ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS**



**NEW WATER WELL**

Polk City, Iowa  
120.0001.01  
July 9, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	New Well (1)	1	LS	\$ 180,000.00	\$ 180,000.00
2.0	Remove Existing Filters #1 & #2 and Piping	1	LS	\$ 25,000.00	\$ 25,000.00
3.0	One New 90" Diameter Filter	1	LS	\$ 165,000.00	\$ 165,000.00
4.0	High Service Pump Replacement	1	LS	\$ 5,000.00	\$ 5,000.00
5.0	Chemical Feed Revisions	1	LS	\$ 5,000.00	\$ 5,000.00
6.0	Water Plant Cellular Alarm Dialer	1	LS	\$ 20,000.00	\$ 20,000.00
Subtotal:					\$ 390,000.00
Contingency (~10%):					\$ 39,000.00
CONSTRUCTION TOTAL:					\$ 429,000.00
Engineering, Construction, and Administration (~15%):					\$ 64,000.00
TOTAL PROJECT COST (FY 2020):					\$ 493,000.00
TOTAL PROJECT COST (FY 2021):					\$ 513,000.00

**Notes**

- (1) Includes test holes, test well, permanent well, new electrical power service, and 500 feet of new raw water main. This cost opinion is based on the finding of an acceptable location for the proposed well within 500' of the existing facilities. If well investigation determines there are no suitable locations within 500' of the existing facilities, raw water main length and associated costs may increase significantly depending on the final location of the new well.
- (2) This cost opinion does not include upgrades to the City's existing control system, or potential acquisition of a supervisory control and data acquisition (SCADA) system. The scope and cost of these upgrades will be determined during the design phase of the project.
- (3) This cost opinion does not include any testing or monitoring of the existing City Iron Lagoon. This testing may be required by the Iowa DNR at the time of design. The scope and cost of these measures will be determined during the design process.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Sanitary Sewer

**PROJECT:** #23 North Trunk Sewer Study

**COUNCIL RANKING:** B/19 points

**PROPOSED DATE FOR CONSTRUCTION:** FY21-22 July 1, 2021-June 30, 2022

**SOURCE OF REVENUE:** Sewer Fund

**Description of Project:** This is a study of the sanitary sewer capacity in the area north of Whitetail Ridge Development.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$20,000

**Justification for Project:** This study will help the City to understand how much more development can occur north of Hugg Dr. and Whitetail Ridge before the sanitary sewer capacity is met. Once the capacities have been met, the City would have to look at other options to provide the area with sanitary sewer service.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** #11 Lost Lakes Park-Phase II (Parks)

**COUNCIL RANKING:** D/16 points

**PROPOSED DATE FOR CONSTRUCTION:** FY21-22 July 1, 2021-June 30, 2022

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project consists of additional improvements in Lost Lakes Park, which includes playground equipment, a sidewalk connection and landscaping.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$186,955
Construction Contingency	<u>\$16,045</u>
	\$203,000

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The improvements to Lost Lakes park are outlined in the Master Park Plan. The plan identified a need for playground equipment in this area of town. The project will include playground equipment, playground surfacing for safety and ADA compliance, a sidewalk connection to the playground, and landscaping. The City Council prioritized moving this project into FY21-22.



ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>PCC Pavement</b>					
1.1	5" PCC Sidewalk	100	SY	\$ 54.00	\$ 5,400.00
1.2	Perimeter Curbing	230	LF	\$ 26.00	\$ 5,980.00
				<b>Subtotal:</b>	<b>\$ 11,380.00</b>
<b>Miscellaneous</b>					
2.1	Play Structure	1	LS	\$ 78,000.00	\$ 78,000.00
2.2	Safety Surfacing w PCC Base and Trench Drain	3,400	SF	\$ 24.00	\$ 81,600.00
				<b>Subtotal:</b>	<b>\$ 159,600.00</b>
<b>Surface Restoration</b>					
3.1	Canopy Tree	21	EA	\$ 475.00	\$ 9,975.00
3.2	Type I Lawn Seeding	1	AC	\$ 4,000.00	\$ 4,000.00
3.3	Wetland Seeding	0.5	AC	\$ 4,000.00	\$ 2,000.00
				<b>Subtotal:</b>	<b>\$ 15,975.00</b>
				<b>CONSTRUCTION TOTAL:</b>	<b>\$ 186,955.00</b>
				Contingency (10%):	\$ 16,000.00
				<b>TOTAL PROJECT COST:</b>	<b>\$ 203,325.00</b>

**Notes**

- (1) This opinion of probable cost was completed using conceptual site layout. Snyder & Associates, Inc. is not responsible for any discrepancies between this assumed layout and quantities and the actual bids of the final plans and final quantities
- (2) This opinion of probable cost includes only those items related to site development known by Snyder & Associates, Inc. pertaining to this project; and does not include engineering, legal items, abstracing, appraisal fees, architectural fees, bonds, park site dedication, marketing soils geotechnical and or utility testing, administration, land costs, buildings, off-street parking, walls, and landscaping



**CITY OF POLK CITY**

**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT: Streets**

**PROJECT: Project #42 N. 3<sup>rd</sup> Street & Vista Lake Avenue Intersection Improvements Project**

**COUNCIL RANKING:**

**PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022**

**SOURCE OF REVENUE: General Obligation Bonds**

**Description of Project: This project consists of installing a roundabout at the intersection of N. 3<sup>rd</sup> Street & Vista Lake Avenue Intersection**

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**Cost Estimate:**

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Engineering &amp; Project Administration</u>	<u>\$</u>
	<u>\$</u>
<u>Cost to construct in FY21-22:</u>	<u>\$1,862,051</u>

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**Justification for Project: Intersection improvements at N 3<sup>rd</sup> Street and Vista Lake Avenue, this project will help address peak traffic flow for the new Intermediate School. The City, School District, and Developer are sharing the costs of the improvements.**

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**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #15 N. 3<sup>rd</sup> Street Trail connection to outer city limits (trail)

**COUNCIL RANKING:** B/19 points

**PROPOSED DATE FOR CONSTRUCTION:** FY22-23 July 1, 2022-June 30, 2023

**SOURCE OF REVENUE:** General Obligation Loan/LOST/[Land and Water Conservation Fund Grant](#)

**Description of Project:** This project consists of installing a trail beginning at Madison Drive, through the Technology Campus to the end of city limits. This would be considered Phase II of the trail connection to the High Trestle Trail.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$338,450
Construction Contingency	\$85,550
Engineering & Project Administration	<u>\$51,000</u>
	\$475,000
Cost to construct in FY22-23:	<del>\$495,000</del>
	<u>570,000</u>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The justification for this project is to connect this area of town to the town square, and future trail connections. The future possibility of connecting to the High Trestle Trail (HTT) would extend beyond City limits. The trail will also provide for a sidewalk/trail path to the new proposed elementary school site to be located in the Technology campus. The City will utilize 2 funding sources for this project-\$380,000 in LOST, and the remainder paid for with General Obligation bonds.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

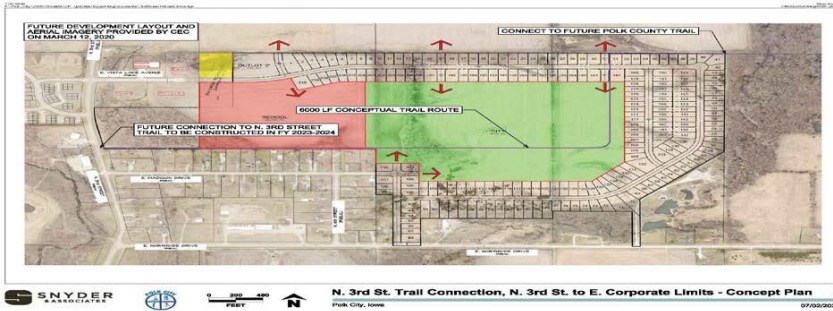


N. 3RD STREET TRAIL CONNECTION  
 3RD STREET TO EAST CORPORATE LIMITS  
 POLK CITY, IOWA  
 120.0001.01  
 July 2, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10	(1)	2000 CY	\$ 15.00	\$ 30,000.00
2.2	Special Subgrade Preparation for Shared Use Path	(2)	8200 SY	\$ 3.00	\$ 24,600.00
<b>STREETS AND RELATED WORK</b>					
7.1	Shared Use Path, PCC, 5"		5900 SY	\$ 40.00	\$ 236,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1	(3)	2 ACRE	\$ 4,500.00	\$ 9,000.00
9.2	Filter Sock, 8"	(4)	5300 LF	\$ 3.00	\$ 15,900.00
9.3	Filter Sock, Removal	(4)	5300 LF	\$ 1.50	\$ 7,950.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization		1 LS	\$ 15,000.00	\$ 15,000.00
Subtotal:					\$ 338,450.00
Contingency (~25%):					\$ 85,550.00
CONSTRUCTION TOTAL:					\$ 424,000.00
Engineering, Construction, and Administration (~12%): \$ 51,000.00 TOTAL					
PROJECT COST (FY 2020): \$ 475,000.00 TOTAL					
PROJECT COST (FY 2022): \$ 495,000.00					

**Notes**

- (1) Assumes 1' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 5' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.





**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #9 Regional Park Facility (Park)

**COUNCIL RANKING:** B/19 points

**PROPOSED DATE FOR CONSTRUCTION:** ~~FY22-23 July 1, 2022 - June 30, 2023~~ FY23-24 July 1, 2023 – June 30, 2024

**SOURCE OF REVENUE:** General Obligation Loan/Grants/Private Donations

**Description of Project:** This project consists of a new park facility with multiple recreation amenities in Polk City. The project cost does not include purchase of property. A master park plan would need to be implemented as the next step for this project. Once a plan is implemented, a cost estimate will be provided and implemented into the CIP as an addendum.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$5,000,000

**Justification for Project:** The City is in need of additional green space and fields and has prioritized this large-scale project. Although a master park plan is not yet completed, the City has a desire and plans to secure a property for a large park facility. The City will utilize multiple funding sources for this project-estimated issuance of \$2 million in General Obligation bonds, \$1 million General Fund fund balance, and \$2 million in grants and private donations. Although a trail connection is not part of this project, but as a separate project, there would be trail access to the facility.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Buildings

**PROJECT:** Project #3 City Hall Parking lot

**COUNCIL RANKING:** C/18 points

**PROPOSED DATE FOR CONSTRUCTION:** FY22-23 July 1, 2022-June 30, 2023

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project consists of providing 42 new spaces for additional parking at City facilities at 302 S. 3<sup>rd</sup> Street. This project consists of paving a new parking lot on city owned property.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$143,625
Construction Contingency	\$29,375
Landscaping	\$12,000
Engineering & Project Administration	<u>\$37,000</u>
	\$222,000
 Cost to construct in FY22-23:	 <b>\$231,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The City needs additional parking at City Hall, and during our non-peak hours it could provide additional parking for the town square in general. The parking lot would have two access points, one on Van Dorn Street and the second on S. 4<sup>th</sup> Street.

**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**



**POLK CITY CITY HALL PARKING LOT**  
**302 W. VAN DORN STREET**  
 POLK CITY, IOWA  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Topsoil, On-Site	300	CY	\$ 20.00	\$ 6,000.00
2.2	Class 10 Excavation	500	CY	\$ 20.00	\$ 10,000.00
2.3	Subgrade Preparation, 12 Inches (1)	1500	SY	\$ 5.00	\$ 7,500.00
<b>SEWERS AND DRAINS</b>					
4.1	Storm Sewer, 2000D RCP, 15 Inch Dia.	12	LF	\$ 150.00	\$ 1,800.00
<b>STRUCTURES FOR SANITARY AND STORM</b>					
6.1	Intake	1	EA	\$ 3,500.00	\$ 3,500.00
<b>STREETS AND RELATED WORK</b>					
7.1	Pavement, PCC, 6"	1375	SY	\$ 60.00	\$ 82,500.00
7.2	Driveway, Paved, PCC, 7"	125	SY	\$ 65.00	\$ 8,125.00
8.3	Removal of Sidewalk	10	SY	\$ 35.00	\$ 350.00
8.4	Sidewalk, PCC, 4 Inch	10	SY	\$ 95.00	\$ 950.00
<b>TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne (2)	7.4	STA	\$ 500.00	\$ 3,700.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching	1	ACRE	\$ 4,500.00	\$ 4,500.00
9.2	Silt Fence or Silt Fence Ditch Check (3)	550	LF	\$ 3.00	\$ 1,650.00
9.3	Silt Fence or Silt Fence Ditch Check, Removal of Device (3)	550	LF	\$ 1.00	\$ 550.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00
					Subtotal: \$ 143,625.00
					Contingency (~20%): \$ 29,375.00
					<b>CONSTRUCTION TOTAL: \$ 173,000.00</b>
<u>Other Project Costs</u>					
					Landscaping: (4) \$ 12,000.00
					Engineering, Construction, and Administration (~20%): \$ 37,000.00
					<b>TOTAL PROJECT COST (FY 2020): \$ 222,000.00</b>
					<b>TOTAL PROJECT COST (FY 2022): \$ 231,000.00</b>



**Notes**

- (1) Assumes 12 inches of subgrade preparation under all paved areas.
- (2) Includes parking stall lines only.
- (3) Assumes one line of silt fence around entire proposed paving area.
- (4) Assumes one shrub to be placed every 3 feet around all sides of parking lot for screening. Assumes a unit price of \$80 per shrub to be furnished, placed, and established.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Water

**PROJECT:** Project #36 Eastside Water Tower Project with DMWW

**COUNCIL RANKING:** C/18 points

**PROPOSED DATE FOR CONSTRUCTION:** ~~FY22-23 July 1, 2022 June 30, 2023~~ FY23-24 July 1, 2023 – June 30, 2024

**SOURCE OF REVENUE:** SRF Loan/Water

**Description of Project:** New elevated storage (water tower) in partnership with DMWW.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Estimated Polk City construction costs	<u>\$3,050,000</u>
	\$3,050,000

**Justification for Project:** Polk City needs additional elevated storage for the water system. The City currently has a 330,000-gallon tower. This new proposed tower would provide an additional 500,000-gallon storage capacity. The additional storage will protect the City for fire protection and emergency water supply. In 2015 the City completed a study, which resulted in the recommendation of additional water storage for the community. The proposed site of the water tower has not yet been established. This is a dual project between the City of Polk City and DMWW.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Sanitary Sewer

**PROJECT:** Project #24 Northeast Trunk sewer study

**COUNCIL RANKING:** C/17 points

**PROPOSED DATE FOR CONSTRUCTION:** FY22-23 July 1, 2022-June 30, 2023

**SOURCE OF REVENUE:** Sewer Fund

**Description of Project:** This study will study the sanitary sewer capacity in the area north of Hugg Dr. and Creekview Estates.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$20,000

**Justification for Project:** This study will allow Polk City to understand how much more development can happen in the area north of Hugg Dr. and Creekview Estates before the sanitary sewer capacity is met. When the sewer main and pump station capacities are met, Polk City would review other options to get sewer service to the new area.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Buildings

**PROJECT:** Project #8 Property purchase

**COUNCIL RANKING:** C/17 points

**PROPOSED DATE FOR CONSTRUCTION:** ~~FY22-23 July 1, 2022 June 30, 2023~~ FY20-21 July 1, 2020 – June 30, 2021

**SOURCE OF REVENUE:** General Fund/LMI

**Description of Project:** This purchase is to acquire property for future facility expansion.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$190,000

**Justification for Project:** The City will need to expand facilities in the future.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Water

**PROJECT:** Project #41 Water Tower painting

**COUNCIL RANKING:** C/17 points

**PROPOSED DATE FOR CONSTRUCTION:** ~~FY22-23 July 1, 2022 June 30, 2023~~ FY23-24 July 1, 2023 – June 30, 2024

**SOURCE OF REVENUE:** SRF Loan/Water

**Description of Project:** Painting the outside and inside of the Booth Street water tower.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$194,000
Construction Contingency	\$39,000
Engineering & Project Administration	<u>\$35,000</u>
	\$268,000
 Cost to construct in FY22-23:	 <b>\$290,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The tower has not been painted in approximately 25 years and is at its maintenance life expectancy. Painting the tower will provide an immediate beautification effort, but as well expand its longevity. The City plans to complete the painting of the water tower once the new tower is online.

Project #41 Water Tower painting

**ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS**



**WATER TOWER PAINTING**

Polk City, Iowa

120.0001.01

June 30, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	Surface Preparation & Painting (Interior)	(1) 7400	SF	\$ 10.00	\$ 74,000.00
2.0	Surface Preparation & Painting (Exterior)	(2) 14000	SF	\$ 8.00	\$ 112,000.00
3.0	Repairs	(3) 1	LS	\$ 8,000.00	\$ 8,000.00
Subtotal:					\$ 194,000.00
Contingency (~20%):					\$ 39,000.00
CONSTRUCTION TOTAL:					\$ 233,000.00
Engineering, Construction, and Administration (~15%):					\$ 35,000.00
TOTAL PROJECT COST (FY 2020):					\$ 268,000.00
TOTAL PROJECT COST (FY 2022):					\$ 290,000.00

**Notes**

- (1) Item will include complete repainting of 300,000 gallon tank interior.
- (2) Item will include overcoating of 300,000 gallon tank exterior.
- (3) Amount for repairs is assumed and may vary.



**CITY OF POLK CITY**

**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #43 2022 Street Repairs Project

**COUNCIL RANKING:**

**PROPOSED DATE FOR CONSTRUCTION:** FY22-23 July 1, 2022 – June 30, 2023

**SOURCE OF REVENUE:** Local Option Sales Tax (LOST)/Road Use Tax (RUT)

**Description of Project:** This project consists of addressing streets in need of repairs.

**Cost Estimate:**

<b><u>Item</u></b>	<b><u>Total</u></b>
<u>Construction Costs</u>	<u>\$170,000</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Right of Way costs</u>	<u>\$</u>
<u>Engineering &amp; Project Administration</u>	<u>\$30,000</u>
	<u>\$</u>
 <u>Cost to construct in FY22-23:</u>	 <u>\$200,000</u>

**Justification for Project:** This project is an ongoing project. The City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

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**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #14 N. 3<sup>rd</sup> Street Trail and intersection alignment at Northside Dr.

**COUNCIL RANKING:** A/24 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** General Obligation Loan/Grants

**Description of Project:** This project consists of addressing alignment at the intersection of N. 3<sup>rd</sup> Street and Northside Drive, and installing a trail starting at Kiwanis Park and ending at Madison Dr on N. 3<sup>rd</sup> St. The City has received grant funding for this project in the amount of ~~\$393,000~~\$93,000 and the City Council has prioritized this project for FY23-24.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$1,065,575
Construction Contingency	\$213,115
Right of Way costs	\$25,000
Engineering & Project Administration	<u>\$192,000</u>
	\$1,496,000
 Cost to construct in FY23-24:	 <b>\$1,620,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The City Council has prioritized this project as a phased approach to connecting to the High Trestle Trail. This project would be considered Phase 1 of that important trail connection but would also realign the intersection at Northside Drive and N. 3<sup>rd</sup> Street.

Project #14 N. 3rd Street Trail and intersection alignment at Northside Dr.  
**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**



**N. 3RD STREET CURVE RECONSTRUCTION AND TRAIL  
 BROADWAY STREET TO NORTH CORPORATE LIMITS  
 FLATTEN CURVE TO SHIFT WEST**

POLK CITY, IOWA  
 120.0001.01  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Clearing & Grubbing	2.5	ACRE	\$ 5,000.00	\$ 12,500.00
2.2	Excavation, Class 10, Roadway and Borrow	6000	CY	\$ 16.00	\$ 96,000.00
2.3	Subgrade Preparation (1)	3400	SY	\$ 3.00	\$ 10,200.00
2.4	Subgrade Preparation, Recreation Trail	3300	SY	\$ 3.00	\$ 9,900.00
2.5	Special Backfill (8" Thickness) (1)	1100	TON	\$ 40.00	\$ 44,000.00
<b>SEWERS AND DRAINS</b>					
4.1	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 12"	120	LF	\$ 80.00	\$ 9,600.00
4.2	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 15"	440	LF	\$ 75.00	\$ 33,000.00
4.3	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 18"	225	LF	\$ 95.00	\$ 21,375.00
4.4	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 48"	120	LF	\$ 250.00	\$ 30,000.00
<b>STRUCTURES FOR SANITARY AND STORM</b>					
6.1	Removal of Existing Culverts	200	LF	\$ 30.00	\$ 6,000.00
6.2	Apron, Concrete, 18"	2	EA	\$ 1,500.00	\$ 3,000.00
6.3	Manhole, Storm Sewer, SW-401, 48"	2	EA	\$ 4,500.00	\$ 9,000.00
6.4	Intake, SW-503	3	EA	\$ 5,000.00	\$ 15,000.00
6.5	Intake, SW-512, 24"	4	EA	\$ 2,800.00	\$ 11,200.00
6.6	Removal of Existing Concrete Headwall	1	EA	\$ 8,000.00	\$ 8,000.00
6.7	Connection of Dissimilar Pipes	3	EA	\$ 1,500.00	\$ 4,500.00
6.8	Reinforced Concrete Headwall	1	LS	\$ 40,000.00	\$ 40,000.00
<b>STREETS AND RELATED WORK</b>					
7.1	Removal of Pavement	2700	SY	\$ 15.00	\$ 40,500.00
7.2	Removal of Paved Driveway	170	SY	\$ 10.00	\$ 1,700.00
7.3	Removal of Shared Use Path	215	SY	\$ 10.00	\$ 2,150.00
7.4	Pavement, HMA, 9" Depth	2600	SY	\$ 65.00	\$ 169,000.00
7.5	Shared Use Path, PCC, 5" Depth	2600	SY	\$ 45.00	\$ 117,000.00
7.6	Shared Use Path, PCC, 6" Depth	280	SY	\$ 55.00	\$ 15,400.00
7.7	Detectable Warning	200	SF	\$ 40.00	\$ 8,000.00
7.8	Curb and Gutter, 2.5' Width, 6" Standard Curb	1600	LF	\$ 50.00	\$ 80,000.00
7.9	Driveway, PCC, 6" Depth	300	SY	\$ 65.00	\$ 19,500.00
7.10	HMA Pavement Samples and Testing	1	LS	\$ 3,000.00	\$ 3,000.00
7.11	PCC Pavement Samples and Testing	1	LS	\$ 2,000.00	\$ 2,000.00
<b>TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00
8.2	Construction Staging (2)	1	LS	\$ 100,000.00	\$ 100,000.00
8.3	Painted Pavement Markings, Solvent/Waterborne	25	STA	\$ 200.00	\$ 5,000.00

Project #14 N. 3rd Street Trail and intersection alignment at Northside Dr.  
**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**

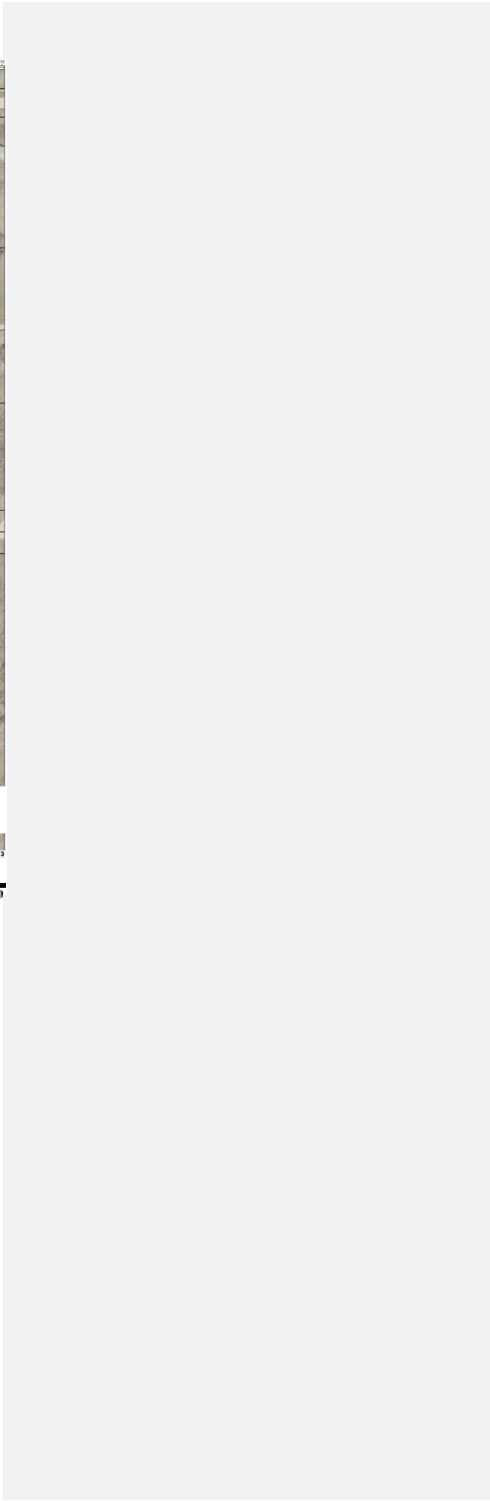
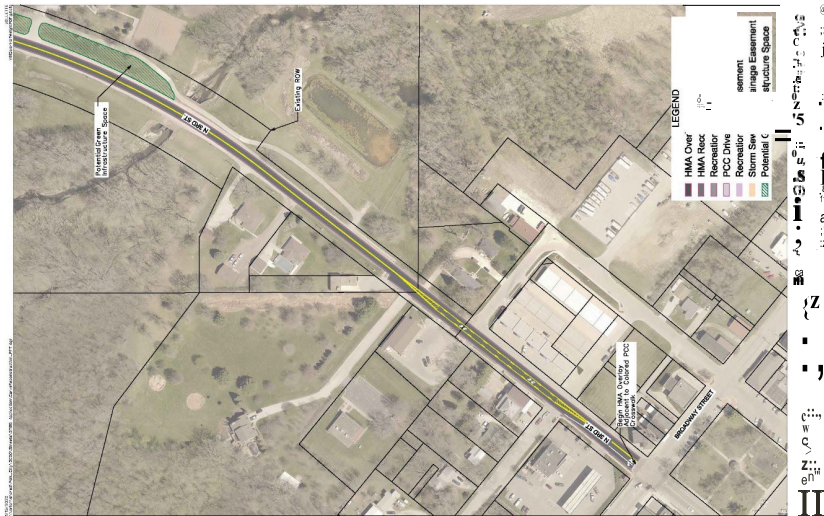
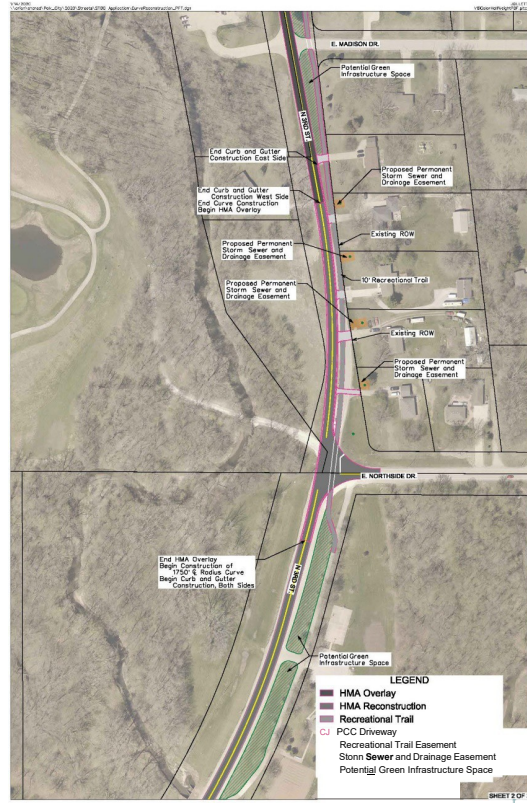
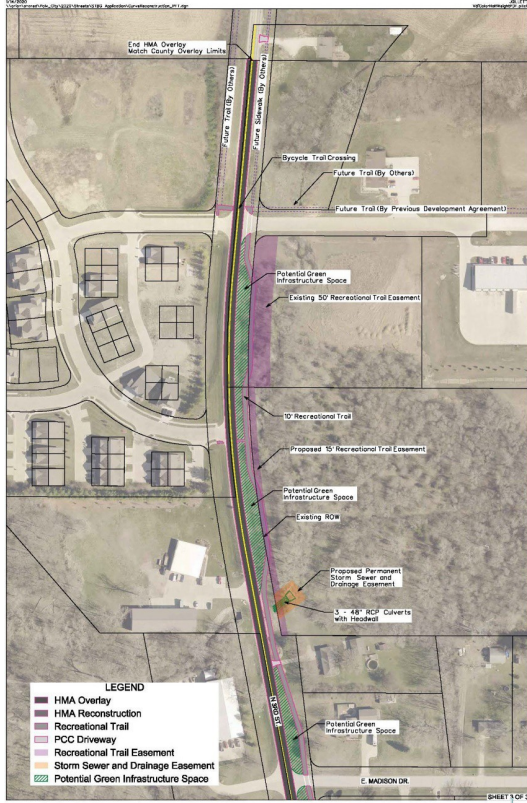


**N. 3RD STREET CURVE RECONSTRUCTION AND TRAIL  
 BROADWAY STREET TO NORTH CORPORATE LIMITS  
 FLATTEN CURVE TO SHIFT WEST**  
 POLK CITY, IOWA  
 120.0001.01  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Fence, Chain Link, 72" Height	80	LF	\$ 150.00	\$ 12,000.00
9.2	Hydraulic Seeding, Fertilizing and HydroMulching	2.5	ACRE	\$ 3,500.00	\$ 8,750.00
9.3	Sodding	560	SQ	\$ 70.00	\$ 39,200.00
9.4	Filter Sock, 8" Dia. (Placement & Removal)	900	LF	\$ 4.00	\$ 3,600.00
9.5	Remove and Reinstall Mailbox	5	EA	\$ 500.00	\$ 2,500.00
9.6	Remove and Reinstall Sign	3	EA	\$ 1,000.00	\$ 3,000.00
9.7	SWPPP Management	1	LS	\$ 3,000.00	\$ 3,000.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization (Estimated at 5%)	1	LS	\$ 52,000.00	\$ 52,000.00
Subtotal:					\$ 1,065,575.00
Contingency (20%):					\$ 213,115.00
<b>CONSTRUCTION TOTAL:</b>					<b>\$ 1,279,000.00</b>
<u>Other Project Costs</u>					
Right of Way:					\$ 25,000.00
Survey, Engineering, and Construction Services (Est. 15%):					\$ 192,000.00
<b>TOTAL PROJECT COST (FY 2020):</b>					<b>\$ 1,496,000.00</b>
<b>TOTAL PROJECT COST (FY 2024):</b>					<b>\$ 1,620,000.00</b>

**Notes**

- (1) Assumes preparation occurs to 2' behind back of curb for curve reconstruction area.
- (2) Additional cost to account for construction phasing to maintain at least one lane of traffic open throughout the duration of the project. Estimated at 15% increase in construction costs related to earthwork, HMA curve reconstruction, PCC trail construction, and storm sewer installation.



**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #16 High Trestle Trail connector

**COUNCIL RANKING:** D/16 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** Polk County Project

**Description of Project:** This project consists of installing a trail connection from outer city limits to the High Trestle Trail. There has not been a route identified for this trail connection, but the total distance is approximately 1 mile to the HTT. This project would be considered Phase 3 of the complete trail connection.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Estimated construction costs	<u>\$1,029,200</u>

**Justification for Project:** The justification for this project is to completely connect the Town Square to the High Trestle Trail. Polk County has taken the initiative for this project. For this Capital Improvement Plan, no dollar amount has been contributed from the City for this project assuming this would be a Polk County project. The Council may have the option in the future to assist financially.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #35 WhiteTail Parkway Corridor Study

**COUNCIL RANKING:** D/15 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** Road Use Tax (RUT)

**Description of Project:** This study would develop a future street alignment and costs for the road beginning in the Whitetail Ridge development to N.3<sup>rd</sup> Street.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Lump Sum estimate amount	\$25,000

**Justification for Project:** This study would assist the City and reserve the street corridor before development occurs. It will also provide costs to assist with future funding options. Future construction of street improvements would be a potential future project depending on the outcome of the study.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Sanitary Sewer

**PROJECT:** Project #27 Parker Lift Station upgrade

**COUNCIL RANKING:** D/15 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** Sewer Fund

**Description of Project:** Replace the existing pumps with larger pumps.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$80,000
Construction Contingency	\$16,000
Engineering & Project Administration	<u>\$14,000</u>
	\$110,000
 Cost to construct in FY23-24:	 <b>\$124,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The justification for this project is due to the increased sewer flows from the Parker Boulevard area. Smaller flow pumps were initially installed because the sewer flows received at this lift station were too low for bigger flow pumps to operate properly. Now the flows have increased to accommodate the higher flow pumps.



ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



PARKER LIFT STATION UPGRADE

Polk City, Iowa  
120.0001.01  
July 2, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	Replacement of 2 Pumps	1	LS	\$ 40,000.00	\$ 40,000.00
2.0	Replacement of Control Panel (If Required) (1)	1	LS	\$ 20,000.00	\$ 20,000.00
3.0	Replacement of Wet Well Cover (If Required) (2)	1	LS	\$ 20,000.00	\$ 20,000.00
Subtotal:					\$ 80,000.00
Contingency (~20%):					\$ 16,000.00
CONSTRUCTION TOTAL:					\$ 96,000.00
Engineering, Construction, and Administration (~15%):					\$ 14,000.00
TOTAL PROJECT COST (FY 2020):					\$ 110,000.00
TOTAL PROJECT COST (FY 2023):					\$ 124,000.00

**Notes**

- (1) Replacement of control panel might be necessary if replacement pump motor size increases.
  
- (2) Replacement of wet well cover might be necessary if replacement pumps are too large to fit through the existing hatch opening.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #18 West Bridge Road Trail gap

**COUNCIL RANKING:** D/15 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project consists of installing a trail connection from the Lakeside Church to Parker Blvd.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$31,500
Construction Contingency	\$6,500
Engineering & Project Administration	<u>\$6,000</u>
	\$44,000
 Cost to construct in FY23-24:	 <b>\$47,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The intent of this project is to fill in a gap along Bridge Road to the future KwikStar site. Once the KwikStar project is complete, the future intent will be to connect Bridge Road to the Neal Smith Trail.

Project #18 West Bridge Road Trail gap  
**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**

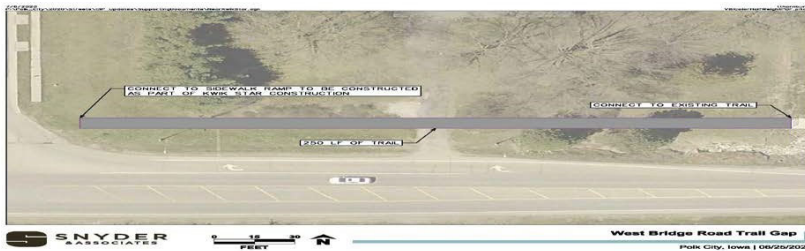


**WEST BRIDGE ROAD TRAIL GAP  
 FRONTAGE ALONG VAN DOORN PROPERTY**  
 POLK CITY, IOWA  
 120.0001.01  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10	(1)	115 CY	\$ 35.00	\$ 4,025.00
2.2	Special Subgrade Preparation for Shared Use Path	(2)	335 SY	\$ 5.00	\$ 1,675.00
<b>STREETS AND RELATED WORK</b>					
7.1	Shared Use Path, PCC, 5"		280 SY	\$ 70.00	\$ 19,600.00
<b>TRAFFIC CONTROL</b>					
8.1	Sidewalk Closure Traffic Control		1 LS	\$ 1,000.00	\$ 1,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1	(3)	0.1 ACRE	\$ 7,000.00	\$ 700.00
9.2	Filter Sock, 8"	(4)	250 LF	\$ 4.00	\$ 1,000.00
9.3	Filter Sock, Removal	(4)	250 LF	\$ 2.00	\$ 500.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization		1 LS	\$ 3,000.00	\$ 3,000.00
Subtotal:					\$ 31,500.00
Contingency (~20%):					\$ 6,500.00
<b>CONSTRUCTION TOTAL:</b>					<b>\$ 38,000.00</b>
Engineering, Construction, and Administration (~15%):					\$ 6,000.00
<b>TOTAL PROJECT COST (FY 2020):</b>					<b>\$ 44,000.00</b>
<b>TOTAL PROJECT COST (FY 2023):</b>					<b>\$ 47,000.00</b>

**Notes**

- (1) Assumes 1' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 5' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.



**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #32 Van Dorn/3<sup>rd</sup> Street improvements

**COUNCIL RANKING:** D/15 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project will consist of safety upgrades at the intersection of Van Dorn Street and 3<sup>rd</sup> Street. The improvements include curb bump outs, ADA compliant sidewalk ramps, a new flashing beacon for street crossing, and adjustments to the entrance of City Hall.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$118,075
Construction Contingency	\$23,925
Engineering & Project Administration	<u>\$29,000</u>
	\$171,000
 Cost to construct in FY23-24:	 <b>\$182,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** This project will improve the safety for pedestrians at this intersection. It will also provide an ADA compliant sidewalk to City Hall, and add some additional parking.

Project #32 Van Dorn/3rd Street improvements

**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**



**3RD STREET AND VAN DORN STREET INTERSECTION IMPROVEMENTS  
INTERSECTION AND CITY HALL PLAZA CONCEPT PLAN**

POLK CITY, IOWA

120.0001.01

June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10 (1)	100	CY	\$ 35.00	\$ 3,500.00
<b>STRUCTURES FOR SANITARY AND STORM</b>					
6.1	Intake, SW-508, Top Only	1	EA	\$ 3,000.00	\$ 3,000.00
<b>STREETS AND RELATED WORK</b>					
7.1	Sidewalk, PCC, 4"	105	SY	\$ 65.00	\$ 6,825.00
7.2	Sidewalk, PCC, 6"	50	SY	\$ 80.00	\$ 4,000.00
7.3	Detectable Warning	60	SF	\$ 50.00	\$ 3,000.00
7.4	Removal of Pavement	375	SY	\$ 20.00	\$ 7,500.00
7.5	Removal of Sidewalk	150	SY	\$ 15.00	\$ 2,250.00
7.6	Curb and Gutter, 2.5' Width, 6" Standard	400	LF	\$ 45.00	\$ 18,000.00
<b>TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne	10	STA	\$ 250.00	\$ 2,500.00
8.3	Painted Symbols and Legends	1	EA	\$ 500.00	\$ 500.00
8.4	Remove Existing Pedestrian Signal and Install Rectangular Rapid Flashing Beacon	1	LS	\$ 40,000.00	\$ 40,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Plaza Landscaping (2)	1	LS	\$ 5,000.00	\$ 5,000.00
9.2	Surface Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
11.2	Additional Removals (3)	1	LS	\$ 2,000.00	\$ 2,000.00
Subtotal:					\$ 118,075.00
Contingency (~20%):					\$ 23,925.00
<b>CONSTRUCTION TOTAL:</b>					<b>\$ 142,000.00</b>
Engineering, Construction, and Administration (~20%):					\$ 29,000.00
<b>TOTAL PROJECT COST (FY 2020):</b>					<b>\$ 171,000.00</b>
<b>TOTAL PROJECT COST (FY 2023):</b>					<b>\$ 182,000.00</b>

**Notes**

- (1) Assumes 1' of excavation under all sidewalk area. Additional excavation may be necessary following completion of future topographic survey.
- (2) Price may vary depending on landscaping selected. Estimate should be consider an order of magnitude cost.
- (3) Includes removal of existing fencing, railing, and concrete block retaining wall to the east of existing City Hall parking.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

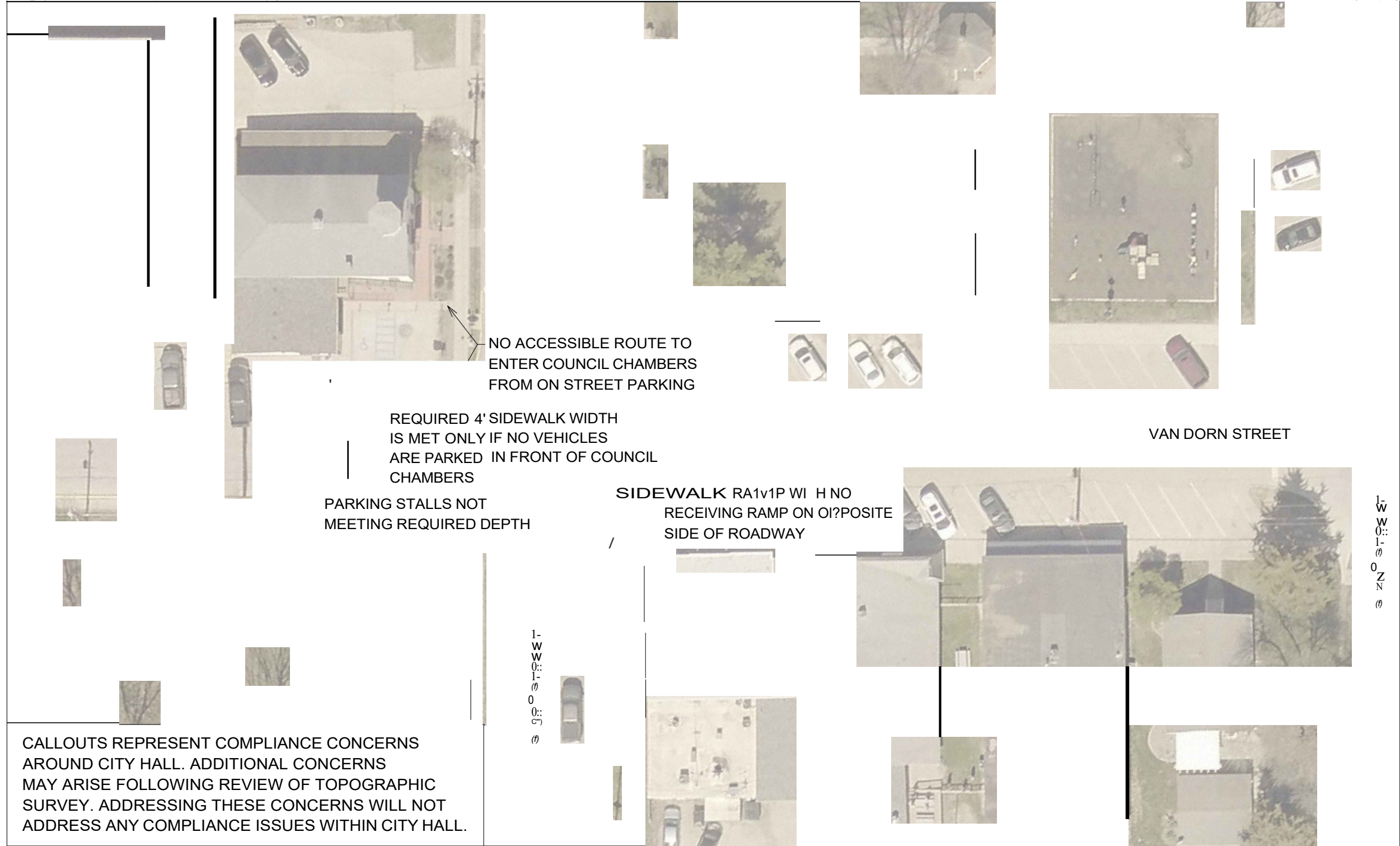


3RD STREET AND VAN DORN STREET INTERSECTION IMPROVEMENTS  
 INTERSECTION AND CITY HALL PLAZA CONCEPT PLAN  
 POLK CITY, IOWA  
 120.0001.01  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10 (1)	100	CY	\$ 35.00	\$ 3,500.00
<b>STRUCTURES FOR SANITARY AND STORM</b>					
6.1	Intake, SW-508, Top Only	1	EA	\$ 3,000.00	\$ 3,000.00
<b>STREETS AND RELATED WORK</b>					
7.1	Sidewalk, PCC, 4"	105	SY	\$ 65.00	\$ 6,825.00
7.2	Sidewalk, PCC, 6"	50	SY	\$ 80.00	\$ 4,000.00
7.3	Detectable Warning	60	SF	\$ 50.00	\$ 3,000.00
7.4	Removal of Pavement	375	SY	\$ 20.00	\$ 7,500.00
7.5	Removal of Sidewalk	150	SY	\$ 15.00	\$ 2,250.00
7.6	Curb and Gutter, 2.5' Width, 6" Standard	400	LF	\$ 45.00	\$ 18,000.00
<b>TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne	10	STA	\$ 250.00	\$ 2,500.00
8.3	Painted Symbols and Legends	1	EA	\$ 500.00	\$ 500.00
8.4	Remove Existing Pedestrian Signal and Install Rectangular Rapid Flashing Beacon	1	LS	\$ 40,000.00	\$ 40,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Plaza Landscaping (2)	1	LS	\$ 5,000.00	\$ 5,000.00
9.2	Surface Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
11.2	Additional Removals (3)	1	LS	\$ 2,000.00	\$ 2,000.00
Subtotal:					\$ 118,075.00
Contingency (~20%):					\$ 23,925.00
CONSTRUCTION TOTAL:					\$ 142,000.00
Engineering, Construction, and Administration (~20%):					\$ 29,000.00
TOTAL PROJECT COST (FY 2020):					\$ 171,000.00
<b>TOTAL PROJECT COST (FY 2023):</b>					<b>\$ 182,000.00</b>

**Notes**

- (1) Assumes 1' of excavation under all sidewalk area. Additional excavation may be necessary following completion of future topographic survey.
- (2) Price may vary depending on landscaping selected. Estimate should be consider an order of magnitude cost.
- (3) Includes removal of existing fencing, railing, and concrete block retaining wall to the east of existing City Hall parking.



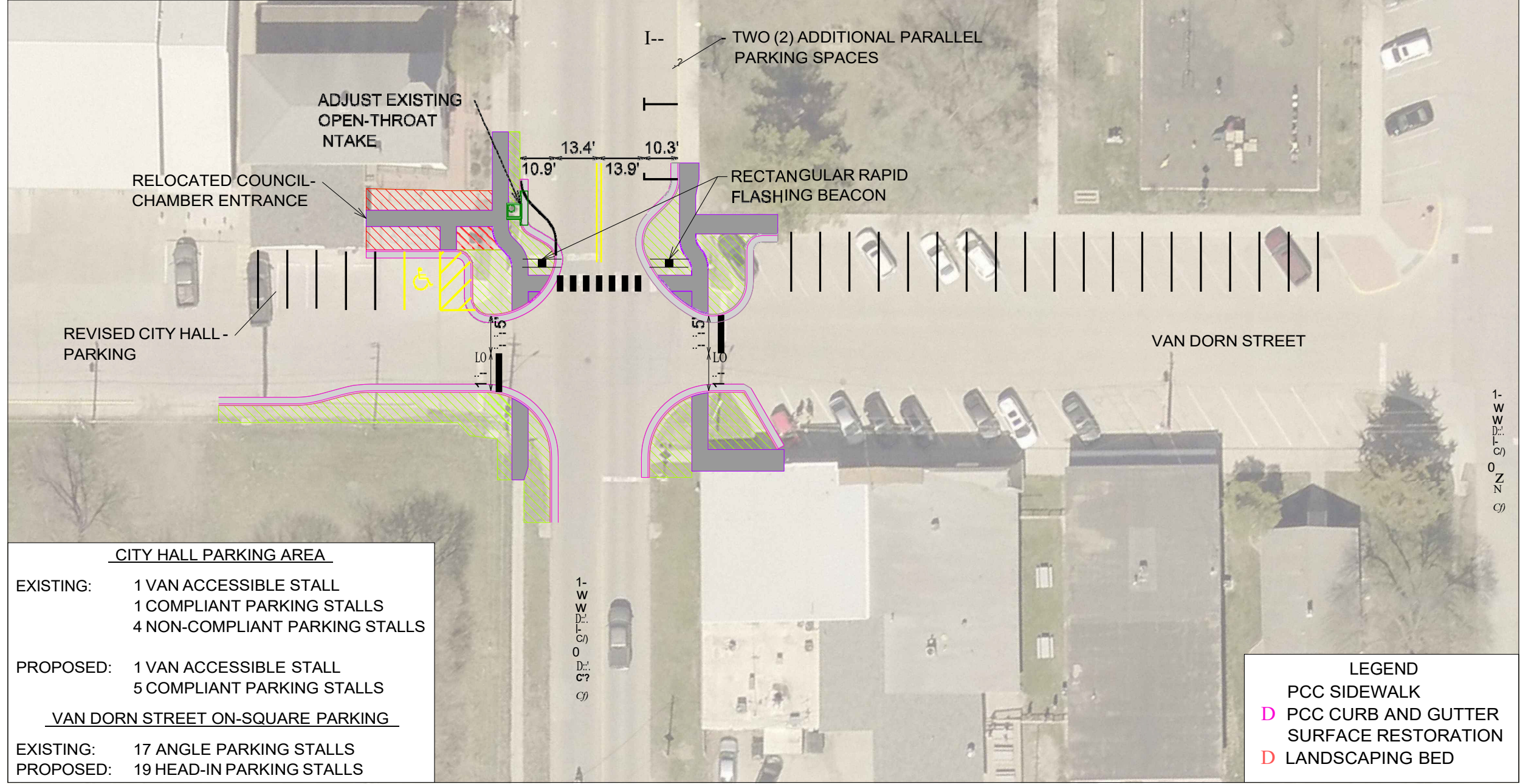
CALLOUTS REPRESENT COMPLIANCE CONCERNS AROUND CITY HALL. ADDITIONAL CONCERNS MAY ARISE FOLLOWING REVIEW OF TOPOGRAPHIC SURVEY. ADDRESSING THESE CONCERNS WILL NOT ADDRESS ANY COMPLIANCE ISSUES WITHIN CITY HALL.





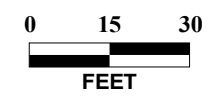
THIS EXHIBIT REPRESENTS A CONCEPTUAL LAYOUT TO ADDRESS ADA COMPLIANCE CONCERNS. ADDITIONAL MODIFICATIONS MAY BE REQUIRED FOLLOWING COMPLETION OF TOPOGRAPHIC SURVEY AS PART OF A FUTURE ENGINEERING CONTRACT.

OPTION 1



CITY HALL PARKING AREA	
EXISTING:	1 VAN ACCESSIBLE STALL 1 COMPLIANT PARKING STALLS 4 NON-COMPLIANT PARKING STALLS
PROPOSED:	1 VAN ACCESSIBLE STALL 5 COMPLIANT PARKING STALLS
VAN DORN STREET ON-SQUARE PARKING	
EXISTING:	17 ANGLE PARKING STALLS
PROPOSED:	19 HEAD-IN PARKING STALLS

LEGEND	
	PCC SIDEWALK
	PCC CURB AND GUTTER
	SURFACE RESTORATION
	LANDSCAPING BED



3rd Street and Van Dorn Street Intersection Concept Plan



**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #34 East Broadway Street improvements

**COUNCIL RANKING:** D/15 points

**PROPOSED DATE FOR CONSTRUCTION:** FY23-24 July 1, 2023-June 30, 2024

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project includes a recreational trail only, from the City square to the Deerhaven trail.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$210,550
Construction Contingency	\$53,450
Engineering & Project Administration	<u>\$40,000</u>
	\$304,000
 Cost to construct in FY23-24:	 <b>\$323,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The justification for this project is to connect the DeerHaven trail to the town square.

Project #34 East Broadway Street improvements

**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**



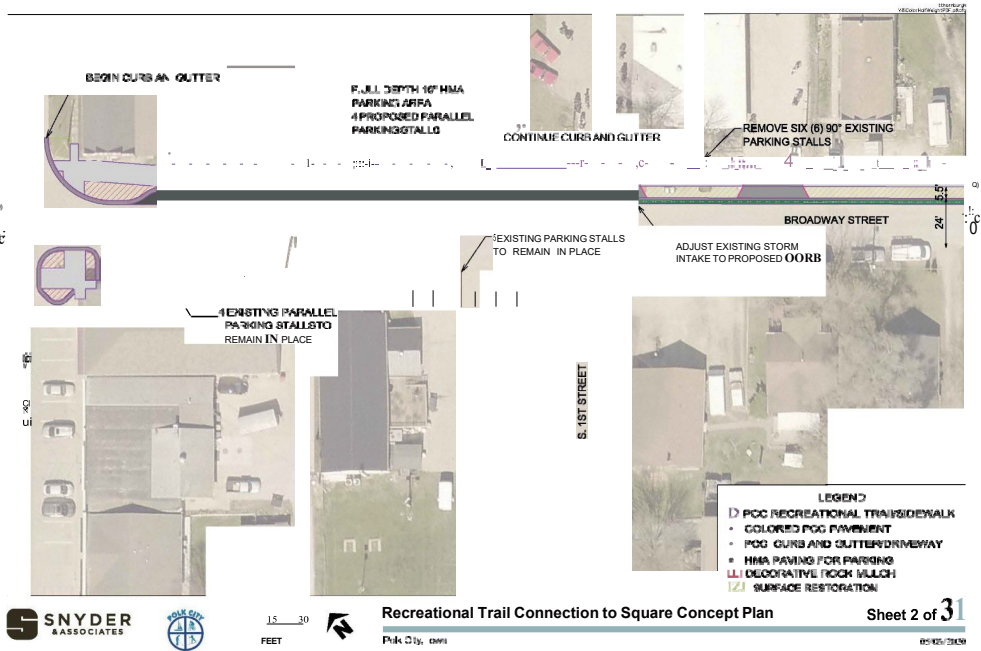
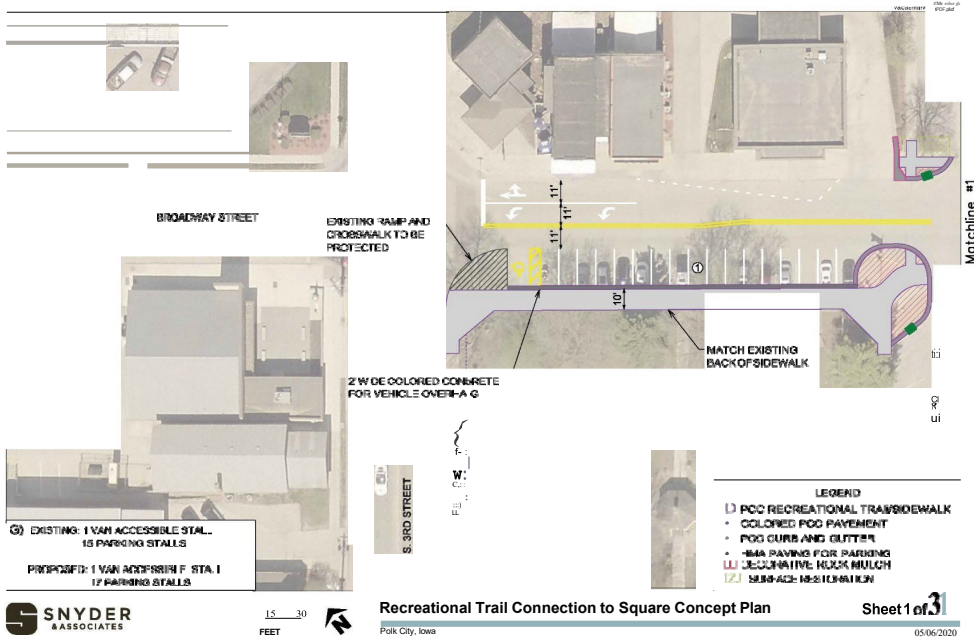
**RECREATIONAL TRAIL CONNECTION TO CITY SQUARE  
CITY SQUARE TO EXISTING DEER HAVEN TRAIL**

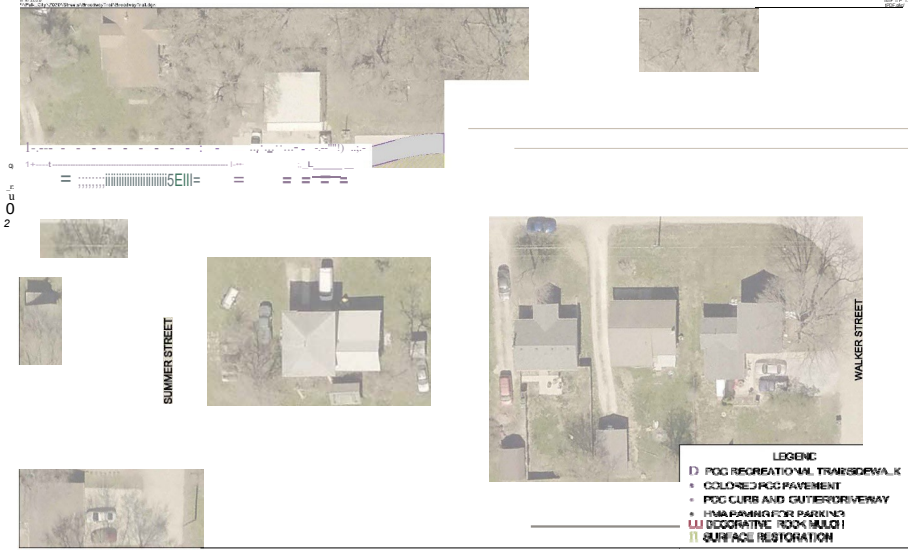
Polk City, Iowa  
120.0001.00  
June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Special Shaping for Trail Placement	1	LS	\$ 5,000.00	\$ 5,000.00
<b>SEWERS AND DRAINS</b>					
4.1	Intake Adjustment, Minor	2	EA	\$ 1,250.00	\$ 2,500.00
4.2	Intake Adjustment, Major	1	EA	\$ 2,500.00	\$ 2,500.00
4.3	Intake, SW-501	2	EA	\$ 5,000.00	\$ 10,000.00
4.4	Storm Sewer, 15" RCP	400	LF	\$ 80.00	\$ 32,000.00
<b>STREETS AND RELATED WORK</b>					
7.1	Shared Use Path, PCC, 5"	795	SY	\$ 45.00	\$ 35,775.00
7.2	Shared Use Path, PCC, 6"	220	SY	\$ 75.00	\$ 16,500.00
7.3	Shared Use Path, Colored PCC, 5"	50	SY	\$ 250.00	\$ 12,500.00
7.4	Detectable Warning	120	SF	\$ 50.00	\$ 6,000.00
7.5	Driveway, Paved, PCC, 7"	165	SY	\$ 75.00	\$ 12,375.00
7.6	Pavement, HMA, 8"	75	SY	\$ 90.00	\$ 6,750.00
7.7	Curb and Gutter, 2' Width, 6" Standard	380	LF	\$ 30.00	\$ 11,400.00
7.8	Curb and Gutter, 3' Width, 6" Standard	470	LF	\$ 40.00	\$ 18,800.00
<b>TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne	15	STA	\$ 250.00	\$ 3,750.00
8.3	Painted Symbols and Legends	4	EA	\$ 300.00	\$ 1,200.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Surface Restoration	1	LS	\$ 6,000.00	\$ 6,000.00
9.2	Rock Mulch (2)	50	TON	\$ 300.00	\$ 15,000.00
<b>SITE WORK AND LANDSCAPING</b>					
11.1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00
Subtotal:					\$ 210,550.00
Contingency (~25%):					\$ 53,450.00
CONSTRUCTION TOTAL:					\$ 264,000.00
Engineering, Construction, and Administration (~15%):					\$ 40,000.00
TOTAL PROJECT COST (FY 2020):					\$ 304,000.00
TOTAL PROJECT COST (FY 2023):					\$ 323,000.00

**Notes**

- (1) Item used to install additional parking area. Includes 4" of base course, 2" of intermediate course, and 2" of surface course, 5% asphalt binder.
- (2) Assumes rock mulch is to be installed at 12" depth and a density of 75 pounds per cubic feet.





CITY OF POLK CITY

CAPITAL IMPROVEMENT

PROJECT

DEPARTMENT: Streets

PROJECT: Project #43 2023 Street Repairs Project

COUNCIL RANKING:

PROPOSED DATE FOR CONSTRUCTION: FY23-24, July 1, 2023 – June 30, 2024

SOURCE OF REVENUE: Local Option Sales Tax (LOST)/Road Use Tax (RUT)

Description of Project: This project consists of addressing streets in need of repairs.

Cost Estimate:

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$170,000</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Right of Way costs</u>	<u>\$</u>
<u>Engineering &amp; Project Administration</u>	<u>\$30,000</u>
	<u>\$</u>
<u>Cost to construct in FY23-24:</u>	<u>\$200,000</u>

Justification for Project: This project is an ongoing project. The City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

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**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #19 West Bridge Trail Parker to Neal Smith (Trail)

**COUNCIL RANKING:** F/14 points

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25 July 1, 2024-June 30, 2025

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project consists of installing a trail connection from KwikStar (once their project takes place) to the Neal Smith Trail/Sports Complex facility. The City will need to seek approval from the USA-CE to install this trail on their property.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$65,125
Construction Contingency	\$13,875
Engineering & Project Administration	<u>\$12,000</u>
	\$91,000
 Cost to construct in FY24-25:	 <b>\$99,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The overall intent of this project is to fill in a gap along Bridge Road to the Neal Smith Trail/Sports Complex. Completing this trail gap project will provide a complete trail connection from Bridge Road to the Neal Smith Trail.

Project #19 West Bridge Trail Parker to Neal Smith (Trail)  
**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**

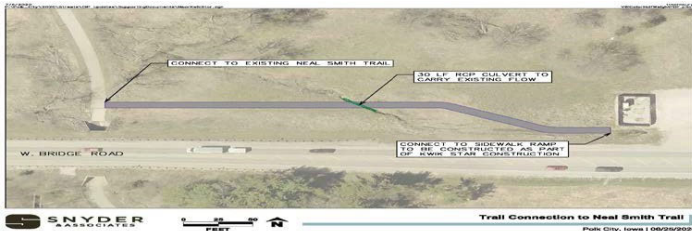


**TRAIL CONNECTION TO NEAL SMITH TRAIL  
 FROM KWIK STAR TO NEAL SMITH TRAIL**  
 POLK CITY, IOWA  
 120.0001.01  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10 (1)	285	CY	\$ 35.00	\$ 9,975.00
2.2	Special Subgrade Preparation for Shared Use Path (2)	570	SY	\$ 5.00	\$ 2,850.00
2.3	Clearing and Grubbing (3)	0.25	ACRE	\$ 5,000.00	\$ 1,250.00
<b>SEWERS AND DRAINS</b>					
4.1	Pipe Culvert, Trenched, RCP, 15-24"	30	LF	\$ 150.00	\$ 4,500.00
4.2	Pipe Apron, RCP, 15-24"	2	EA	\$ 1,750.00	\$ 3,500.00
<b>STREETS AND RELATED WORK</b>					
7.1	Shared Use Path, PCC, 5"	475	SY	\$ 70.00	\$ 33,250.00
7.2	Concrete Washout	1	LS	\$ 1,000.00	\$ 1,000.00
<b>TRAFFIC CONTROL</b>					
8.1	Sidewalk Closure Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1 (4)	0.25	ACRE	\$ 7,000.00	\$ 1,750.00
9.2	Filter Sock, 8" (5)	425	LF	\$ 4.00	\$ 1,700.00
9.3	Filter Sock, Removal (5)	425	LF	\$ 2.00	\$ 850.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 3,500.00	\$ 3,500.00
Subtotal:					\$ 65,125.00
Contingency (~20%):					\$ 13,875.00
CONSTRUCTION TOTAL:					\$ 79,000.00
Engineering, Construction, and Administration (~15%):					\$ 12,000.00
TOTAL PROJECT COST (FY 2020):					\$ 91,000.00
<b>TOTAL PROJECT COST (FY 2024):</b>					<b>\$ 99,000.00</b>

**Notes**

- (1) Assumes 1.5' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes clearing and grubbing width of 20' along trail length.
- (4) Assumes seeding will be required for 5' on each side of shared use path.
- (5) Assumes filter sock to be placed along downhill side of shared use path.



**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Storm Sewer

**PROJECT:** Project #29 Sump Pump collector lines

**COUNCIL RANKING:** F/14 points

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25 July 1, 2024-June 30, 2025

**SOURCE OF REVENUE:** Special Assessment, General Fund, Stormwater fee

**Description of Project:** This project consists of installing pipe at the edge of the curb to allow a neighborhood to connect their sump pump line into the storm sewer. The sump pump lines for this project consist of the following streets: Roosevelt Street, Sunset Drive, Lyndale Drive, and Oaklyn Drive.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$209,450
Construction Contingency	\$42,550
Preparation of Assessment documents	\$20,000
Bond Council	\$8,000
Engineering & Project Administration	<u>\$31,000</u>
	\$311,000
 Cost to construct in FY24-25:	 <b>\$344,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The City has identified certain areas of town that need sump pump collector lines. There is a problem in these areas with water flow across the sidewalk and onto the street. This causes a mossy film in the summer and icing in the winter on the sidewalks and the city streets. It also saturates the subgrade of the roadbed and causes soft spots which causes the road to be less supported.



Project #29 Sump Pump collector lines

**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**



**SUMP COLLECTOR LINES**  
 ROOSEVELT STREET, SUNSET DRIVE, LYNDAL DRIVE, OAKLYN DRIVE  
 POLK CITY, IOWA  
 120.0001.01  
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>SEWERS AND DRAINS</b>					
4.1	Sump Collector, PVC, 6", Trenched (1)	3100	LF	\$ 20.00	\$ 62,000.00
4.2	Sump Collector, PVC, 6", Trenchless (2)	1900	LF	\$ 35.00	\$ 66,500.00
4.3	Sump Collector Cleanout, Type A-1, 6" (3)	20	EA	\$ 600.00	\$ 12,000.00
4.4	Sump Collector Outlets and Connections	14	EA	\$ 500.00	\$ 7,000.00
4.5	Connect Existing Sump Lines (4)	63	EA	\$ 650.00	\$ 40,950.00
<b>TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Surface Restoration (5)	1	ACRE	\$ 6,000.00	\$ 6,000.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
Subtotal:					\$ 209,450.00
Contingency (~20%):					\$ 42,550.00
<b>CONSTRUCTION TOTAL:</b>					<b>\$ 252,000.00</b>
<u>Other Project Costs</u>					
Preparation of Assessment Documents:					\$ 20,000.00
Bond Council:					\$ 8,000.00
Engineering, Construction, and Administration (~12%):					\$ 31,000.00
<b>TOTAL PROJECT COST (FY 2020):</b>					<b>\$ 311,000.00</b>
<b>TOTAL PROJECT COST (FY 2025):</b>					<b>\$ 344,000.00</b>

**Notes**

- (1) Includes footing drain collector installation on both sides of all four streets.
- (2) Includes 63 trenchless driveway crossings with an average width length of 30'.
- (3) Assumes cleanouts will be placed with an average spacing of 250'.
- (4) Assumes each impacted parcel will require a connection of the existing sump pump line.
- (5) Assumes an approximate trench width of 10' will be disturbed and restored along all trenched collector line installation.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Sewer

**PROJECT:** Project #28 TCI Lift Station upgrade

**COUNCIL RANKING:** F/14 points

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25 July 1, 2024-June 30, 2025

**SOURCE OF REVENUE:** Sewer Fund

**Description of Project:** Replace the existing pumps with larger pumps.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$71,000
Construction Contingency	\$12,100
Engineering & Project Administration	<u>\$11,000</u>
	\$82,000
 Cost to construct in FY24-25:	 <b>\$96,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** This project is needed due to increased sewer flows from the Whitetail Ridge and Big Creek Valley developments as they build out to completion. Smaller flow pumps were initially installed because the sewer flows received by this lift station were too low for larger flow pumps to operate properly. The flows have increased to accommodate the higher flow pumps.

ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



TCI LIFT STATION UPGRADE

Polk City, Iowa  
120.0001.01  
July 2, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	Install 1 Additional Pump	(1)	1	LS \$ 25,000.00	\$ 25,000.00
2.0	Parallel 6" Force Main	(2)	620	LF \$ 45.00	\$ 27,900.00
3.0	Connection to Existing Force Main		2	EA \$ 3,000.00	\$ 6,000.00
Subtotal:					\$ 58,900.00
Contingency (~20%):					\$ 12,100.00
CONSTRUCTION TOTAL:					\$ 71,000.00
Engineering, Construction, and Administration (~15%):					\$ 11,000.00
TOTAL PROJECT COST (FY 2020):					\$ 82,000.00
<b>TOTAL PROJECT COST (FY 2024):</b>					<b>\$ 96,000.00</b>

**Notes**

- (1) Overall lift station capacity required and sizing for new pump should be verified during preliminary design.
- (2) Includes one creek crossing installed by directional drilling. Exact length of proposed force main required is approximate due to uncertainty regarding location of the end of the existing force main it must connect to.

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #10 Twelve Oaks Park-Phase II (Parks)

**COUNCIL RANKING:** F/13 points

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25 July 1, 2024-June 30, 2025

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project consists of additional improvements in Twelve Oaks Park. This project consists of some site improvements and a sidewalk connection.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$166,250
Construction Contingency	<u>\$15,000</u>
	181,250

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The City completed a Master Park Plan for this proposed park. Implementation of that plan is slated to occur to finish building out the park facility.



ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>Earthwork</b>					
1.1	Strip/Stockpile/Respread Topsoil	300	CY	\$ 11.00	\$ 3,300.00
1.2	Excavation	1,500	CY	\$ 11.00	\$ 16,500.00
1.3	Earthwork Fill	1,500	CY	\$ 11.00	\$ 16,500.00
1.4	Rip Rap and Filter Fabric, 20"	750	SF	\$ 80.00	\$ 60,000.00
1.5	Dewatering	1	LS	\$ 15,000.00	\$ 15,000.00
				<b>Subtotal:</b>	<b>\$ 111,300.00</b>
<b>PCC Pavement</b>					
2.1	5" PCC Sidewalk	610	SY	\$ 55.00	\$ 33,550.00
				<b>Subtotal:</b>	<b>\$ 33,550.00</b>
<b>Miscellaneous</b>					
3.1	Pond Fountain w Elec Services and Panel	1	LS	\$ 15,000.00	\$ 15,000.00
3.2	Safety Signage	4	EA	\$ 350.00	\$ 1,400.00
3.3	Park Entry Sign	1	EA	\$ 5,000.00	\$ 5,000.00
				<b>Subtotal:</b>	<b>\$ 21,400.00</b>
				<b>CONSTRUCTION TOTAL:</b>	<b>\$ 166,250.00</b>
				Contingency (10%):	\$ 15,000.00
				<b>TOTAL PROJECT COST:</b>	<b>\$ 181,250.00</b>

**Notes**

- (1) This opinion of probable cost was completed using conceptual site layout. Snyder & Associates, Inc. is not responsible for any discrepancies between this assumed layout and quantities and the actual bids of the final plans and final quantities
- (2) This opinion of probable cost includes only those items related to site development known by Snyder & Associates, Inc. pertaining to this project; and does not include engineering, legal items, abstracting, appraisal fees, architectural fees, bonds, park site dedication, marketing soils geotechnical and or utility testing, administration, land costs, buildings, off-street parking, walls, and landscaping



**Twelve Oaks Park**  
Polk City, Iowa

**Concept Plan**  
5/23/2017

**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT**  
**PROJECT**

**DEPARTMENT:** Streets

**PROJECT:** Project #43 2024 Street Repairs Project

**COUNCIL RANKING:**

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25, July 1, 2024 – June 30, 2025

**SOURCE OF REVENUE:** Local Option Sales Tax (LOST)/Road Use Tax (RUT)

**Description of Project:** This project consists of addressing streets in need of repairs.

**Cost Estimate:**

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$170,000</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Right of Way costs</u>	<u>\$</u>
<u>Engineering &amp; Project Administration</u>	<u>\$30,000</u>
	<u>\$</u>
 <u>Cost to construct in FY24-25:</u>	 <u>\$200,000</u>

**Justification for Project:** This project is an ongoing project. The City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

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**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #21 North Broadway sidewalks

**COUNCIL RANKING:** F/12 points

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25 July 1, 2024-June 30, 2025

**SOURCE OF REVENUE:** Special Assessment, General Fund

**Description of Project:** This project consists of installing sidewalks on the north side of Broadway to fill in sidewalk gaps. The range of this project varies as it is unknown at this time whether the City would like to initiate this project, pay for a portion of it, or complete a special assessment project.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$312,105
Construction Contingency	\$44,895
Preparation of Assessment documents	\$20,000
Bond Council	\$8,000
Engineering & Project Administration	<u>\$54,000</u>
	\$439,000
 Cost to construct in FY24-25:	 <b>\$476,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The overall intent of this project is to connect to 2 existing trail systems and have a completed sidewalk system on Broadway Street.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



**SIDEWALKS ALONG BROADWAY STREET  
FALCON DRIVE TO 3RD STREET**  
POLK CITY, IOWA  
120.0001.01  
August 6, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10	(1) 2000	CY	\$ 20.00	\$ 40,000.00
2.2	Clearing and Grubbing	1	LS	\$ 5,000.00	\$ 5,000.00
<b>STREETS AND RELATED WORK</b>					
7.1	Sidewalk, PCC, 4"	1700	SY	\$ 50.00	\$ 85,000.00
7.2	Sidewalk, PCC, 6"	105	SY	\$ 75.00	\$ 7,875.00
7.3	Driveway, Paved, PCC, 6"	230	SY	\$ 60.00	\$ 13,800.00
7.4	Detectable Warning	144	SF	\$ 45.00	\$ 6,480.00
7.5	Removal of Pavement	(2) 500	SY	\$ 15.00	\$ 7,500.00
<b>TRAFFIC CONTROL</b>					
8.1	Sidewalk Safety Closures	20	EA	\$ 500.00	\$ 10,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Combined Concrete Sidewalk and Retaining Wall	60	CY	\$ 1,300.00	\$ 78,000.00
9.2	Conventional Seeding, Seeding, Fertilizing, and Mulching	(3) 1.5	ACRE	\$ 5,000.00	\$ 7,500.00
9.3	Filter Sock, 8"	(4) 4500	LF	\$ 2.00	\$ 9,000.00
9.4	Filter Sock, Removal	(4) 4500	LF	\$ 1.00	\$ 4,500.00
9.5	Chain Link Fence, Vinyl Coated, 48"	(5) 415	LF	\$ 30.00	\$ 12,450.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
Subtotal:					\$ 312,105.00
Contingency (~15%):					\$ 44,895.00
<b>CONSTRUCTION TOTAL:</b>					<b>\$ 357,000.00</b>
<u>Other Project Costs</u>					
Preparation of Assessment Documents:					\$ 20,000.00
Bond Council:					\$ 8,000.00
Engineering, Construction, and Administration (~15%):					\$ 54,000.00
<b>TOTAL PROJECT COST (FY 2020):</b>					<b>\$ 439,000.00</b>
<b>TOTAL PROJECT COST (FY 2024):</b>					<b>\$ 476,000.00</b>
<b>POTENTIAL SPECIAL ASSESSMENT TO PROPERTY OWNERS:</b>					<b>\$ 238,000.00</b>



**ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS**



**SIDEWALKS ALONG BROADWAY STREET  
FALCON DRIVE TO 3RD STREET**  
POLK CITY, IOWA  
120.0001.01  
August 6, 2020

**Notes**

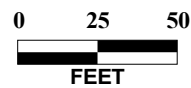
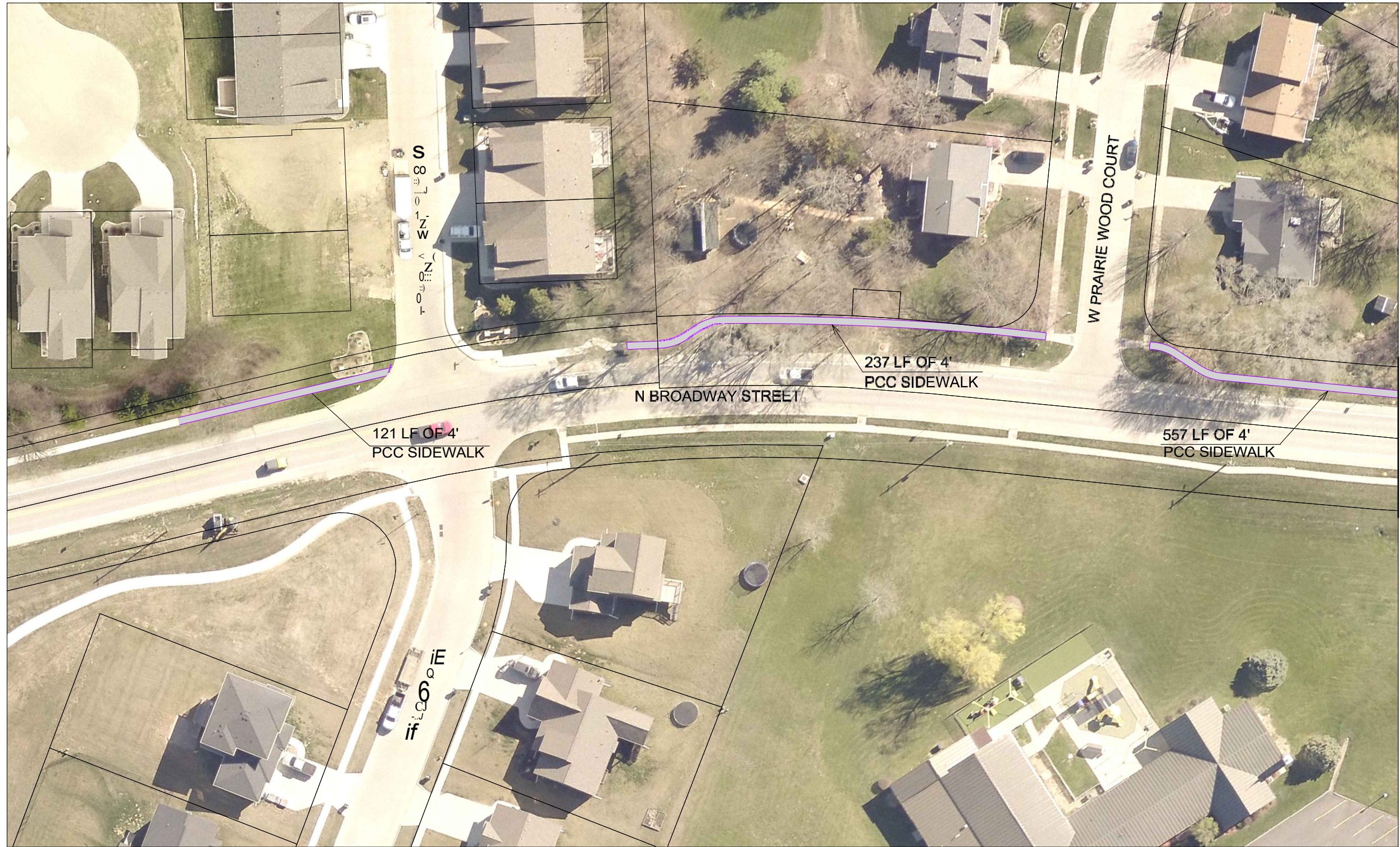
- (1) Assumes 2' of excavation over sidewalk width and one (1) additional foot on each side.
- (2) Quantity includes removal of existing sidewalk and driveway pavement as required to construct improvements.
- (3) Assumes seeding between the back of curb and Right of Way.
- (4) Assumes filter sock to be placed along downhill side of sidewalk.
- (5) Fence to be installed along the top of retaining walls as fall protection.

**All modifications to irrigation systems present in Public Right of Way will be the responsible of the property owners.**

**Estimate does not include costs associated with acquisition of easements for sidewalk construction.**

**Estimate includes installation of sidewalk along United Methodist Church frontage. If these improvements are completed as part of Site Plan Amendment, reduce this estimate by \$13,000.**



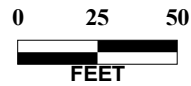




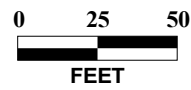


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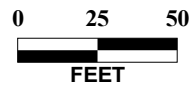






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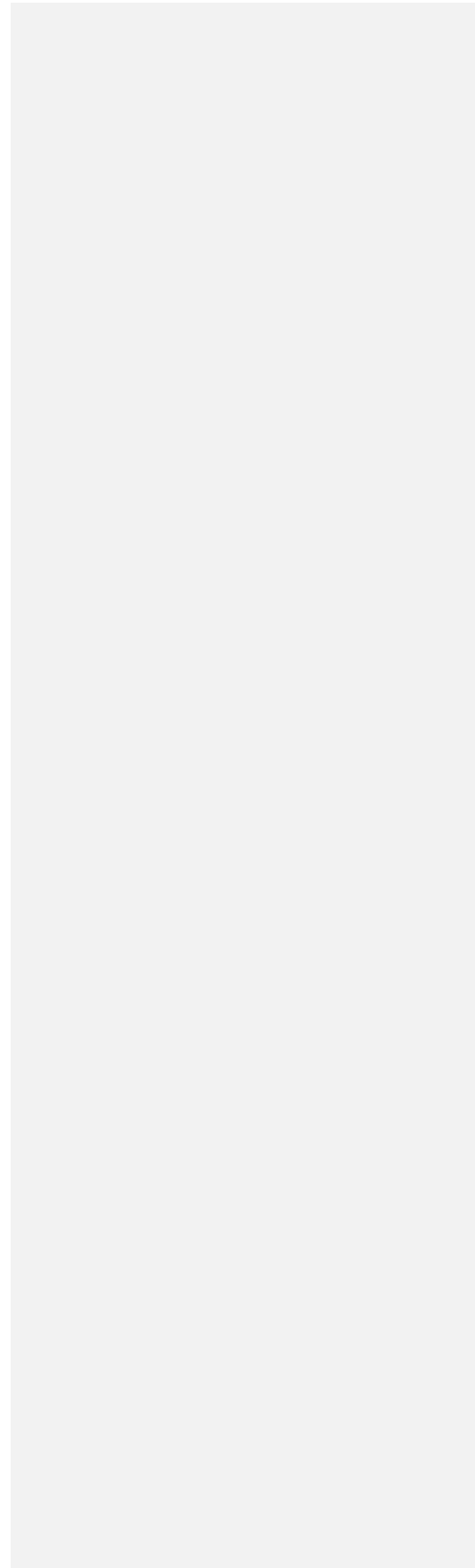
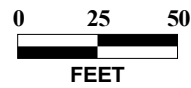




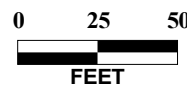


MATCHLINE #4

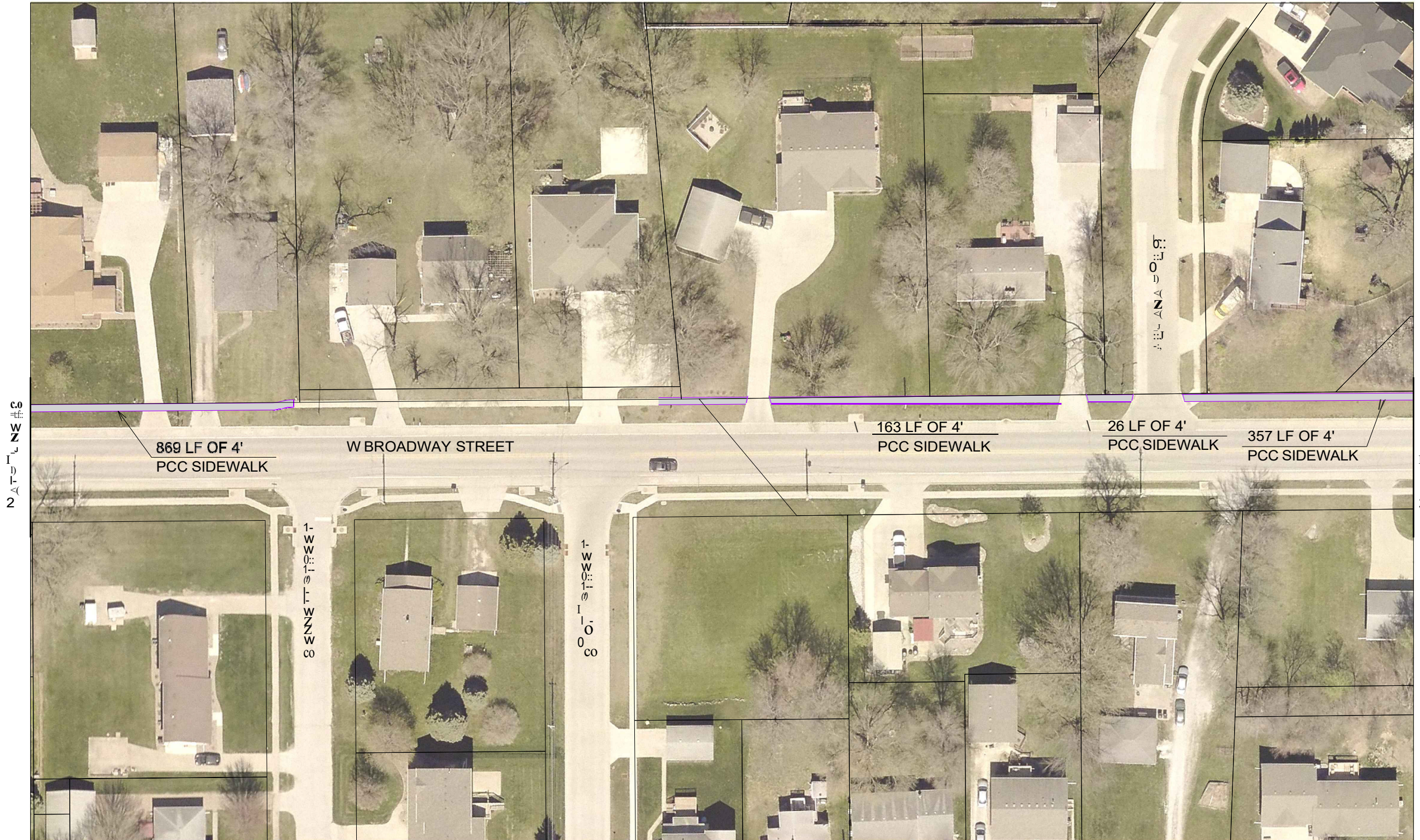
MATCHLINE #5





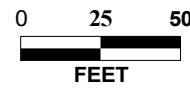




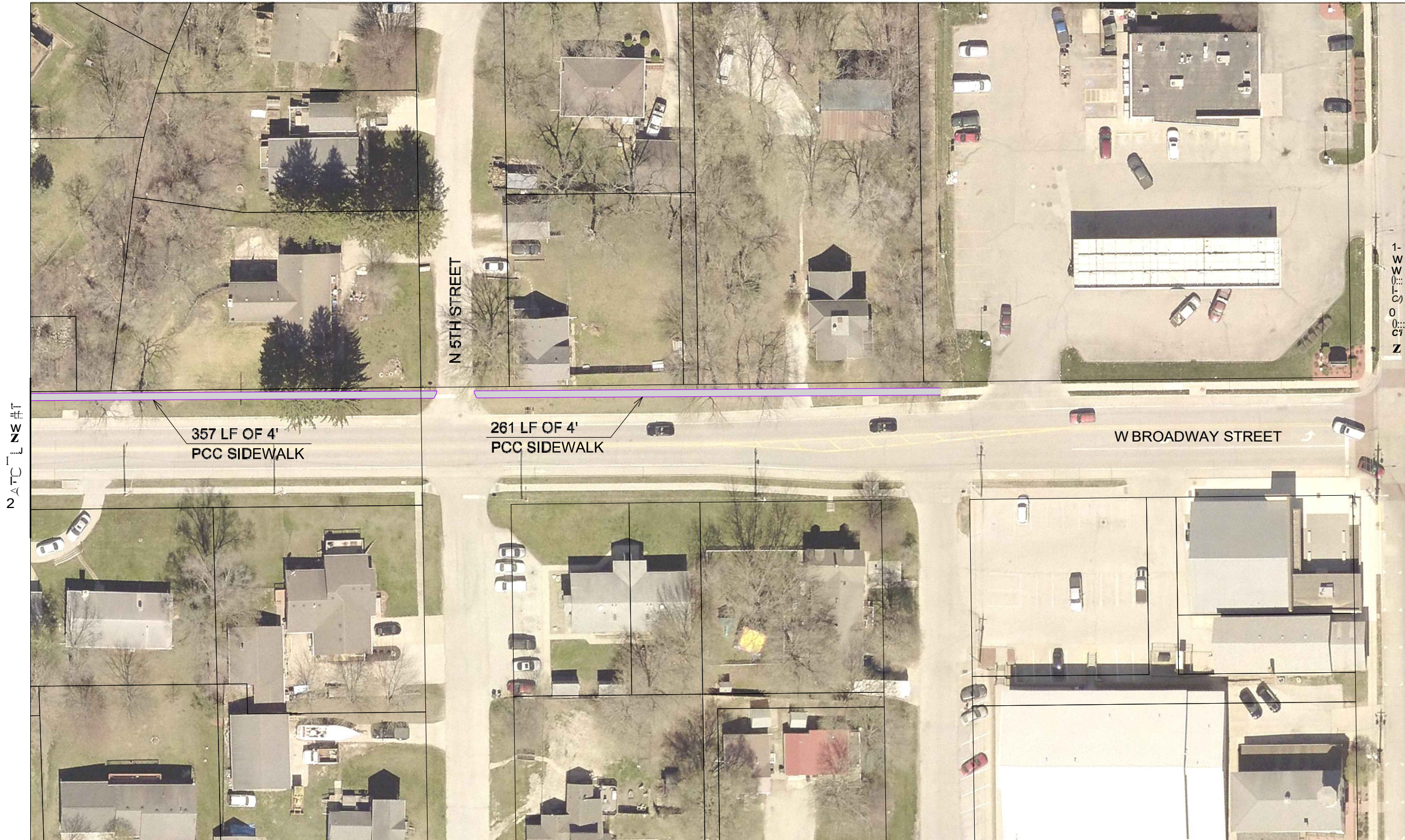


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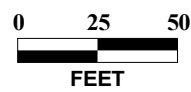






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**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Buildings

**PROJECT:** Project #2 City Hall/Police/Fire Station Remodel/rebuild

**COUNCIL RANKING:** F/12

**PROPOSED DATE FOR CONSTRUCTION:** ~~FY24-25 July 1, 2024 June 30, 2025~~FY22-23 July 1, 2022 – June 30, 2023

**SOURCE OF REVENUE:** General Obligation Loan/LOST/General Fund Reserves

**Description of Project:** This project consists of the remodeling/rebuilding the 3 departments. ~~The decision to remodel vs. rebuild will be up to the City Council and will be determined at a later date. A new City Hall/Community Center will built property owned by the City at S 3<sup>rd</sup> and W Van Dorn. The Fire Department will remodel the current Fire Station and Community Room for expansion. The Police Station location has not yet been determined, however the City is actively looking for property to purchase for the new Police Station, construction start TBD. The Fire Department will expand into the existing Police Station once the new Police Station is completed.~~

**Cost Estimate:**

Item	Total
<del>Construction Costs</del>	<del>\$1,600,000</del>
<del>Architecture/Design (15%)</del>	<del>\$240,000</del>
<del>Construction Contingency (10%)</del>	<del>\$160,000</del>
	<del>\$2,000,000</del>

City Hall Construction \$4,500,000

Fire Department Remodel \$700,000

Police Department Land Purchase \$650,000

**Justification for Project:** The justification for this project is due to facility spacing needs. The departments located at and near City Hall need more space, and the City will need to address the facility needs. A facility needs assessment ~~is slated to occur in~~has been completed FY20-21, and that assessment ~~will assist with a future decision~~determined the future needs of the Community. ~~Once that assessment is complete, the City will implement a project estimate into this CIP. For this CIP, the City has included \$2,000,000 worth of improvements to the facilities.~~

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**CITY OF POLK CITY**  
**CAPITAL IMPROVEMENT PROJECT**

**DEPARTMENT:** Parks & Rec

**PROJECT:** Project #20 Woodhaven Linear Park trail connection

**COUNCIL RANKING:** F/11 points

**PROPOSED DATE FOR CONSTRUCTION:** FY24-25 July 1, 2024-June 30, 2025

**SOURCE OF REVENUE:** LOST

**Description of Project:** This project consists of installing a trail connector from Parker Boulevard to Woodhaven Drive. The connection would consist of 225 LF of trail.

**Cost Estimate:**

<b>Item</b>	<b>Total</b>
Construction Costs	\$39,500
Construction Contingency	\$6,500
Engineering & Project Administration	<u>\$10,000</u>
	\$56,000
 Cost to construct in FY24-25:	 <b>\$64,000</b>

A detailed cost estimate from Snyder & Associates is attached.

**Justification for Project:** The overall intent of this project is to connect to 2 existing trail systems and have a completed system in the Woodhaven development.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



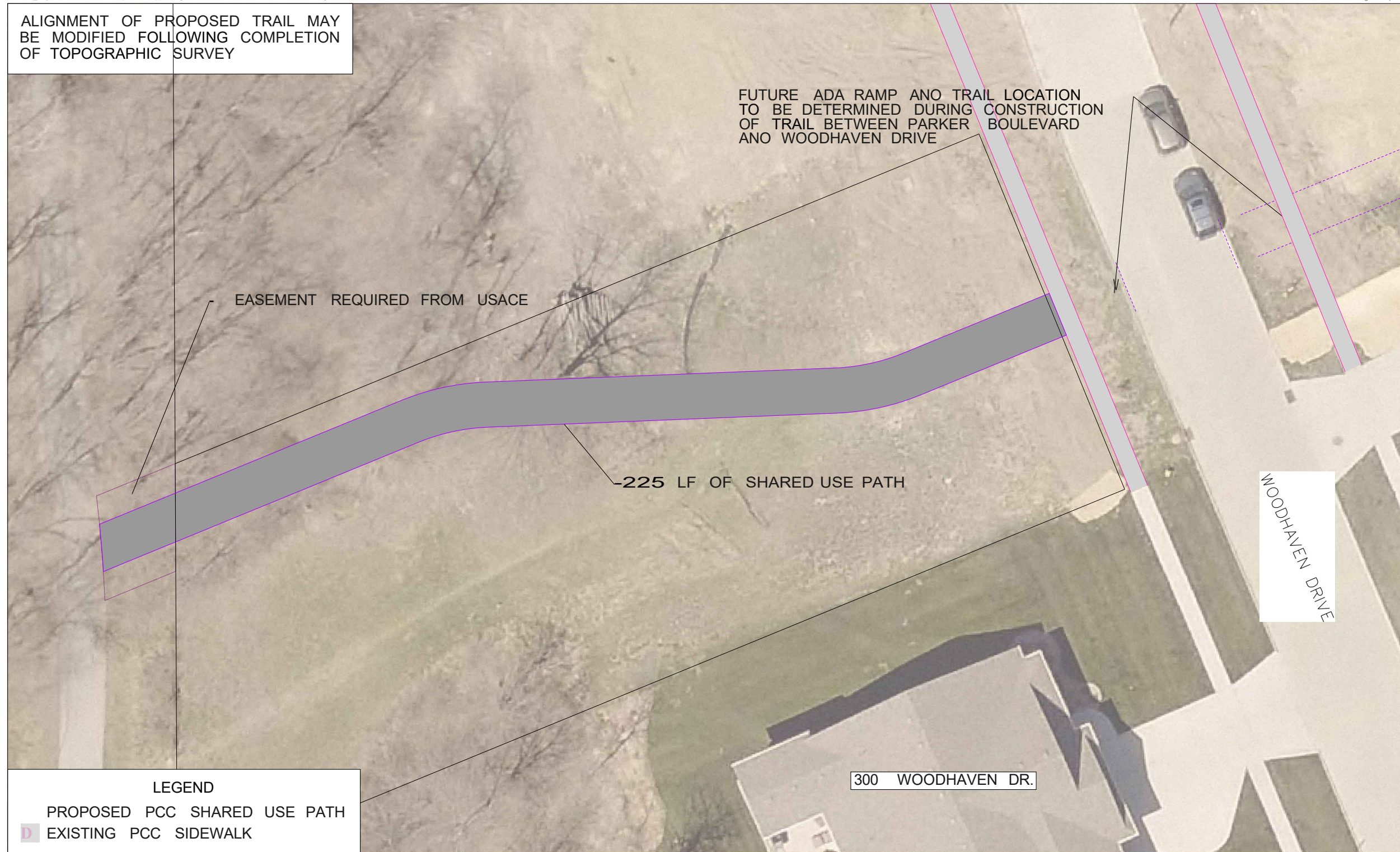
WOODHAVEN TRAIL CONNECTION  
 WOODHAVEN DRIVE TO NEAL SMITH TRAIL  
 POLK CITY, IOWA  
 120.0001.01  
 August 4, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>EARTHWORK</b>					
2.1	Excavation, Class 10 (1)	300	CY	\$ 40.00	\$ 12,000.00
2.2	Special Subgrade Preparation for Shared Use Path (2)	300	CY	\$ 5.00	\$ 1,500.00
<b>STREETS AND RELATED WORK</b>					
7.1	Shared Use Path, PCC, 5'	275	SY	\$ 70.00	\$ 19,250.00
<b>TRAFFIC CONTROL</b>					
8.1	Sidewalk Closure Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
<b>SITE WORK AND LANDSCAPING</b>					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1	0.2	ACRE	\$ 7,000.00	\$ 1,400.00
9.2	Filter Sock, 8"	225	LF	\$ 4.00	\$ 900.00
9.3	Filter Sock, Removal	225	LF	\$ 2.00	\$ 450.00
<b>GENERAL PROVISIONS</b>					
11.1	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00
Subtotal:					\$ 39,500.00
Contingency (~15%):					\$ 6,500.00
CONSTRUCTION TOTAL:					\$ 46,000.00
<u>Other Project Costs</u>					
Engineering, Construction, and Administration (~20%):					\$ 10,000.00
TOTAL PROJECT COST (FY 2020):					\$ 56,000.00
<b>TOTAL PROJECT COST (FY 2025):</b>					<b>\$ 64,000.00</b>

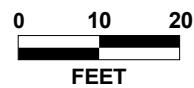
Notes

- (1) Assumes 3' of excavation over trail width and on (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 10' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.
- (5) **Alignment may be modified following completion of a topographic survey and determination of sidewalk ramp locations.**

ALIGNMENT OF PROPOSED TRAIL MAY BE MODIFIED FOLLOWING COMPLETION OF TOPOGRAPHIC SURVEY



**LEGEND**  
PROPOSED PCC SHARED USE PATH  
EXISTING PCC SIDEWALK



### Woodhaven Trail Connection to Neal Smith Trail

Polk City, Iowa

07/14/2020

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. April 11, 2022**  
**City Hall – Council Chambers**

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., April 11, 2022. The agenda was posted at the City Hall office as required by law.

**These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Anderson, Vogel, Sarchet | In attendance  
Dvorak | Absent
3. Mayor Karsjen amended the agenda by removing item 6.A  
**MOTION:** A motion was made by Anderson and seconded by Walters to approve the amended agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | None
5. **Consent Items**
  - a. City Council Meeting Minutes for March 28, 2022
  - b. City Council Work Session Meeting Minutes for March 28, 2022
  - c. Receive and file Parks Commission Meeting Minutes for April 4, 2022
  - d. Claims listing April 11, 2022
  - e. Receive and file February & March 2022 Fire Department Report
  - f. Order Accepting Acknowledgement/Settlement Agreement with Fareway Stores
  - g. Order Accepting Acknowledgement/Settlement Agreement Kwik Trip #1089
  - h. Receive and file Parks & Recreation March 2022 Report
  - i. Receive and file Library Board Meeting Minutes for March 7 2022
  - j. Receive and file March 2022 Library Director Report
  - k. Receive and file March 2022 Library Stats Report
  - l. Acknowledge Library Resolution 2022-05L authorizing removal of property from inventory
  - m. Twelve-month Tobacco Permit for Kum & Go effective July 1, 2022
  - n. Resolution 2022-39 approving Change Order No. 1 in the amount of \$40,145 for N 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project
  - o. Resolution 2022-40 approving Payment Application No. 1 in the amount of \$36,440.57 for N 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project
  - p. Resolution 2022-41 setting Public Hearing for FY 21.22 Budget Amendment
  - q. Resolution 2022-42 setting Public Hearing to Approve and Authorize the Sale of Real Property
  - r. Resolution 2022-43 Amending Application Fees for Zoning and Development
  - s. Resolution 2022-44 approving an agreement to install sidewalk for 1008 NW Hugg Dr.
  - t. Set pay for Deputy City Clerk candidate, Ashley Parrish at \$23 per hour effective April 12, 2022
  - u. Set pay for Michael Doyon as full-time Firefighter/Paramedic at a rate of \$19 per hour plus benefits
  - v. Set pay for Firefighter/EMT candidates Joseph Culham & Jacob Peters at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14 contingent on a successful completion of the physical examination
  - w. Street Closure on 1<sup>st</sup> Street between Broadway and E Van Dorn St. for American Legion events on the following dates and times: 5/7/22 11a-2p; 5/13/22 5p-9p; 6/10/22 5p-9p; 6/12/22 11am – 2pm; 7/8/22 5p-9p; 8/12/22 5p-9p; 9/9/22 5p-9p
  - x. Receive and file the March 2022 Water Report**MOTION:** A motion was made by Walters and seconded by Sarchet to approve the consent agenda items  
**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
  - a. ~~FEH Design Services Proposal for City Hall and Fire Station~~

- b. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-45 setting Public Hearing for Capital Improvement Plan (CIP) Amendment  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve First Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Second Reading of Ordinance 2022-1300 Amending the Zoning Restrictions on property located at 302 S 2<sup>nd</sup> Street  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Snyder & Associates Engineering Services Invoice in the amount of \$21,328 for February 2022  
**YES: Sarchet, Anderson, Vogel**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

7. **Proclamations** | Mayor Karsjen proclaimed April 29<sup>th</sup> as ARBOR DAY in Polk City

8. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Council Member Anderson talked about the school's involvement on Arbor Day with planting trees with the students.
- Council Member Sarchet gave his kudos to Parks & Recreation Director Thraen regarding the spring and summer programming. He said it is nice to have programs available now that were not available before and shows the progress the City has made in that regard.
- Council Member Vogel shared her excitement for the Earth Day 5k event fundraiser that the new Friends of the Park Group has organized to raise funds for a shade structure. She said this will be a great event, but they still need volunteers and people to sign up. The first 100 signed up will receive a little tree sapling to tag off of Arbor Day/Earth Day. She thanked all those involved.

9. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:14 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –April 25, 2022*

Attest

\_\_\_\_\_  
Jenny Coffin, City Clerk

\_\_\_\_\_  
Steve Karsjen, Mayor



**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, March April 11, 2022**  
**City Hall Council Chambers**

A Council Work Session was held on April 11, 2022 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Ron Anderson   Pro Tem Jeff Walters   City Council Member Mandy Vogel   City Council Member Robert Sarchet   City Council Member</p> <p><b><u>Mayor and City Council Members Absent:</u></b> Dave Dvorak   City Council Member</p>	<p><b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Jeremy Siepker   Police Chief Kathleen Connor   Engineering Representative</p>
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**Minutes**

City Manager Huisman asked the Council to discuss and identify areas for future commercial development. Council discussed the plan to create more commercial spaces and debated the areas for growth to include the NW 44<sup>th</sup> corridor and the inclusion of 3<sup>rd</sup> Street extending through town. Council said the timing is right to create the spaces that businesses are looking for and the need to be intentional about amending the plan. Engineering Representative Connor said once the Future Land Use Map is amended it will still be up to Council to follow through with making it official through rezoning as future developments come through. City Manager Huisman said as Council defines commercial locations the City needs to also create a transportation plan as traffic flows change and increase. Economic Development Plan will show developers we want to cooperate. Next steps will be for Staff to discuss amendments with the P&Z Commission and then follow back up with the Council to proceed with an amendment.

City Manager Huisman and Council discussed Overlay Districts in Polk City that could potentially support the Mainstreet Program and the community. Council said that setting standards to improve overall aesthetics is important, but it makes the most sense to wait until later this year to coincide with the Mainstreet program and they will help establish design standards for the City Square at that time.

**Motion** was made by Walters and seconded by Anderson to Adjourn at 5:56 p.m.

\_\_\_\_\_  
Steve Karsjen, Mayor

\_\_\_\_\_  
Jenny Coffin, City Clerk



**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, April 18, 2022**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on April 18, 2022, in the City Hall Council Chambers.  
The agenda was posted at the City Hall office as required by law.  
**These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Triplett, Sires, Vogel, Pringnitz | In attendance  
Ohlfest | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | None
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Hankins and seconded by Vogel to approve P&Z Commission Meeting Minutes for March 21, 2022  
**MOTION CARRIED UNANIMOUSLY**
6. **Plat of Survey and Site Plan for Home State Bank**  
**MOTION:** A motion was made by Hankins and seconded by Triplett to recommend Council approve the Plat of Survey and Site Plan for Home State Bank subject to Engineering and Staff comments dated April 13, 2022 with the additional comment to provide an easement document for the recreation trail and providing bicycle and pedestrian access amenable to Engineering and Staff  
**YES: Triplett, Sires, Pringnitz, Hankins, Bowersox**  
**ABSTAIN: Vogel**  
**MOTION CARRIED**
7. **Rezoning Petition for the Schlife/DeVries Property from A-1 to R-1**  
**MOTION:** A motion was made by Hankins and seconded by Vogel to recommend Council approve the Rezoning Petition subject to Engineering and Staff comments dated March 29, 2022.  
**MOTION CARRIED UNANIMOUSLY**
8. **Amendment to the Future Land Use Plan (FLUP)**  
Staff and Commission discussed several locations to identify for commercial and light industrial. Engineering will prepare an updated proposal for FLUP and present at the next P&Z meeting.  
**NO ACTION TAKEN**
9. **Reports & Particulars** |  
P&Z Commission Member Sires asked Staff for an update on the progress of The Move, and City Manager Huisman reported the Site Plan proposal should be ready for P&Z consideration at the next meeting.
10. **Adjournment**  
**MOTION:** A motion was made by Triplett and seconded by Bowersox to adjourn at 7:15 p.m.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, May 16, 2022*

Attest:

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Jenny Coffin - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	4/25/2022
VENDOR	REFERENCE	AMOUNT
ABSOLUTE SCIENCE	SRP PERFORMER	\$ 350.00
ACCUJET LLC	CAMERA AND JET/VAC SERVICES	\$ 3,343.20
ALEX DELANEY	TRAINING REIMBURSEMENT	\$ 272.52
AMAZON BUSINESS	BLANK YARD SIGNS	\$ 93.29
AMERIGROUP IOWA, INC	INSURANCE OVERPAYMENT	\$ 181.82
AUTOMATED SYSTEMS COMPANY	WATER PLANT REPAIRS	\$ 302.25
AVESIS	CITY VISION INSURANCE	\$ 226.64
BAKER & TAYLOR	LIBRARY BOOKS	\$ 2,446.09
BOMGAARS	FENCE REPAIR	\$ 91.96
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 81.80
CANINE TACTICAL	CANINE TRAINING	\$ 200.00
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 43.74
CENTURY LINK	PHONE SERVICE	\$ 285.55
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 167.84
CITY OF DES MOINES	WRA HOOK-UP	\$ 29,701.92
CITY OF POLK CITY	UB ASSISTANCE - APRIL 2022	\$ 198.56
CITY SUPPLY CORPORATION	BATHROOM FAUCET REPLACEMENTS	\$ 771.46
COLD BLOODED REDHEAD LLC	SUMMER READING PROGRAM PERFORMER	\$ 229.00
CORE AND MAIN	MAIN RELOCATE AT SHOP	\$ 804.19
Crystal Clear Water Co	PURCHASED WATER	\$ 35.80
Custom Awards & Embroidery Inc	NAME PLATE	\$ 26.00
Delta Dental	CITY DENTAL INSURANCE	\$ 937.42
Des Moines Water Works	MAIN BREAK/REPAIRS/LEAK DETECT	\$ 29,268.44
G.C.M.O.A.	MEMBERSHIP DUES - JENNY COFFIN	\$ 25.00
GABRIEL WILSON	REMAINDER GYM REIMBURSEMENT	\$ 41.00
GNA TRUCKING LLC	TRUCKING SERVICES - ROCK	\$ 817.91
Greater Des Moines Partnership	DC PARTNERSHIP TRIP FOR 3	\$ 7,500.00
HAWKINS INC	CHLORINE	\$ 743.11
HEARTLAND DOOR & FRAME	CONCESSION STAND DOOR REPAIR	\$ 935.36
IOWA GROWTH INVESTORS INC	SUITE #6 FEES JUNE-AUGUST2022	\$ 2,646.00
IOWA STATE UNIVERSITY TREASURER	E19328/E19329 DRUG DISPOSAL	\$ 70.00
IOWA TITLE COMPANY	ABSTRACT FOR 717 WALDO STREET	\$ 1,000.00
JAKE KLOCKE	ADULT BAG LEAGUE REFUND	\$ 30.00
JENNY COFFIN	MILEAGE REIMBURSEMENT	\$ 86.31
JONATHAN MAY	SUMMER READING PROGRAM PERFORMER	\$ 300.00
KANSAS CITY LIFE INS. CO	CITY LIFE INSURANCE	\$ 923.09
KELTEK	CAR PRINTER #25	\$ 354.24
KEY ELEMENTS CONSULTING	2022 ANKENY WATER CONFERENCE	\$ 310.00
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 113.50
MARTIN MARIETTA AGGREGATES	2 ROCK LOADS-DRIVE/PARKING	\$ 728.23
MATT AICHER	USPCA TRAILS - HOTEL REIMBURSEMENT	\$ 215.04
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT-MARCH 2022	\$ 16,839.68
MICROMARKETING, LLC	BOOKS ON CD	\$ 76.48

MID IOWA PLANNING ALLIANCE	MIPA 2022/2023 MEMBERSHIP DUES	\$ 1,039.00
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 10,470.00
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 857.55
MOWBILITY SALES & SERVICE	POLE SAW REPAIRS	\$ 132.09
O'Halloran International Inc	UNIT #405 REPAIRS	\$ 1,256.94
OVERALL BUDDIES	SUMMER READING PROGRAM PERFORMER	\$ 350.00
OVERDRIVE INC	DIGITAL AUDIO BOOKS	\$ 502.98
PC Print Center	OFFICE SUPPLIES-ENVELOPES	\$ 225.00
POLK COUNTY HEATING & COOLING	MAIN RELOCATION SHOP COMPLEX	\$ 4,450.00
Quick Supply Co	PUBLIC WORKS SUPPLIES	\$ 195.00
TOTAL QUALITY INC.	APRIL 2022 MONTHLY MOWING	\$ 13,459.10
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 25,649.25
UNITY POINT CLINIC - OCC MED	IOWA DOT RANDOM DRUG TESTING	\$ 42.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.40
WEX-WRIGHT EXPRESS FLEET SERVICES	FIRE/POLICE/PUBLIC WORKS FUEL	\$ 6,626.42
Accounts Payable Total		\$ 169,439.17
GENERAL		\$ 62,058.17
ROAD USE		\$ 7,880.62
L.M.I		\$ 198.56
CAPITAL IMPROVEMENTS		\$ 1,000.00
WATER		\$ 37,605.86
SEWER		\$ 43,856.28
SOLID WASTE/RECYCLING		\$ 16,839.68
TOTAL FUNDS		\$ 169,439.17



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report**

## **March 2022**

**Prepared By:**

**Jenny Coffin**  
**City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,428,759.99	195,846.38	269,882.67	2.20	3,354,725.90
110 ROAD USE	304,558.02	34,617.61	40,447.11	2.64	298,731.16
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	747,827.83	144,333.60	.00	.00	892,161.43
125 TIF	455,407.09	11,538.07	.00	.00	466,945.16
135 L.M.I	1,099,357.10	.00	1,050.91	.00	1,098,306.19
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	227,105.31	7,272.03	.00	.00	234,377.34
301 CAPITAL IMPROVEMENTS	2,302,678.91	.00	150,325.25	.00	2,152,353.66
302 CAPITAL WATER PROJECT	615,941.60	.00	.00	.00	615,941.60
303 CAPITAL EQUIPMENT/VEHIC	141,924.75-	.00	.00	.00	141,924.75-
304 FOUR SEASONS PUB IMPROV	12,000.00	6,000.00	.00	.00	18,000.00
600 WATER	1,633,882.37	97,103.83	104,488.21	2.64	1,626,500.63
610 SEWER	1,158,342.95	145,835.20	73,625.59	2.66	1,230,555.22
670 SOLID WASTE/RECYCLING	19,277.64	24,885.28	24,639.13	.00	19,523.79
740 STORM WATER UTILITY	68,350.46	7,573.10	.00	.00	75,923.56
920 ESCROW	.00	.00	.00	.00	.00
Report Total	11,947,124.67	675,005.10	664,458.87	10.14	11,957,681.04

**BANK CASH REPORT**  
2022

BANK FUND GL	BANK NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
Grinnell State Bank BK#1							
BANK	Grinnell State Bank BK#1						7,156,523.50
001	CHECKING - GENERAL	660,136.75-	193,927.23	270,972.86	737,182.38-	70,351.05	
110	CHECKING - ROAD USE	304,558.02	34,627.98	40,454.84	298,731.16	23,629.05	
111	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121	CHECKING - LOCAL OPTION	747,827.83	144,333.60	0.00	892,161.43		
125	CHECKING - TIF	455,407.09	11,538.07	0.00	466,945.16		
135	CHECKING - L.M.I.	380,314.24	0.00	1,050.91	379,263.33		
167	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177	CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200	CHECKING - DEBT SERVICE	227,105.31	7,272.03	0.00	234,377.34		
301	CHECKING - CAPITAL PROJECT	2,302,678.91	0.00	150,325.25	2,152,353.66	45,996.25	
302	CHECKING - CAPITAL WATER PROJ	615,941.60	0.00	0.00	615,941.60		
303	CHECKING - CAP EQUIP/VEHICLE	141,924.75-	0.00	0.00	141,924.75-		
304	CHECKING	12,000.00	6,000.00	0.00	18,000.00		
600	CHECKING - WATER UTILITY	1,633,881.37	107,279.07	114,660.81	1,626,499.63	13,352.90	
610	CHECKING - SEWER UTILITY	1,158,341.95	148,764.85	76,552.58	1,230,554.22	14,263.72	
670	CHECKING-SOLID WASTE/RECYCLING	19,277.64	25,112.49	24,866.34	19,523.79	16,839.68	
740	CHECKING	68,350.46	7,629.60	56.50	75,923.56		
920	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	PENDING CREDIT-CARD DEPOSITS					172,031.23	
	DEPOSITS					4,745.85	
	WITHDRAWALS					2,140.03	
Grinnell State Bank TOTALS		7,139,183.07	686,484.92	678,940.09	7,146,727.90	9,795.60	7,156,523.50
-----							
	10/2022 Transaction cleared on statement was entered in a future period.						196.94
	3/31/2022 Calculated Statement Balance						7,156,720.44
-----							
LUANA SAV. BK MM BK#2							
BANK	LUANA SAV. BK MM BK#2						3,265,445.29
001	Luana Savings Bank - M.M. Acco	2,544,047.74	2,355.69	0.00	2,546,403.43		
135	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MM TOTALS		3,263,089.60	2,355.69	0.00	3,265,445.29	0.00	3,265,445.29
-----							
GRINNELL STATE BK- C.D. BK#3							
BANK	GRINNELL STATE BK- C.D. BK#3						1,084,567.26
001	GRINNELL STATE BANK CD	0.00	0.00	0.00	0.00		
	DEPOSITS					1,366.85	
	TRANSFER-OUT					1,085,934.11-	
GRINNELL STATE BK- C.D. TOTALS		0.00	0.00	0.00	0.00	1,084,567.26	1,084,567.26

**BANK CASH REPORT  
2022**

BANK FUND GL	BANK NAME	BK#	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
	GRINNELL STATE BK-MM	BK#4						
BANK 001	GRINNELL STATE BK-MM SUPER MONEY MKT II	BK#4	1,544,413.00	655.85	0.00	1,545,068.85		1,545,068.85
	GRINNELL STATE BK-MM TOTALS		1,544,413.00	655.85	0.00	1,545,068.85	0.00	1,545,068.85
	LUANA SAVINGS BANK CD	BK#6						
BANK 001	LUANA SAVINGS BANK CD LUANA BANK C.D.-1.85%	BK#6	0.00	0.00	0.00	0.00		
	LUANA SAVINGS BANK CD TOTALS		0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OF ALL BANKS</b>			<b>11,946,685.67</b>	<b>689,496.46</b>	<b>678,940.09</b>	<b>11,957,242.04</b>	<b>1,094,362.86</b>	<b>13,051,604.90</b>

**BUDGET REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,961,256.00	269,882.67	2,829,236.73	71.42	1,132,019.27
	ROAD USE TOTAL	729,600.00	40,447.11	441,497.63	60.51	288,102.37
	LOCAL OPTION SALES TAX TOTAL	672,299.00	.00	.00	.00	672,299.00
	TIF TOTAL	698,450.00	.00	162,292.20	23.24	536,157.80
	L.M.I TOTAL	595,880.00	1,050.91	408,862.09	68.61	187,017.91
	PC COMM. LIB TRUST TOTAL	4,000.00	.00	.00	.00	4,000.00
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	CAPITAL IMPROVEMENTS TOTAL	2,369,975.00	150,325.25	403,055.39	17.01	1,966,919.61
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL EQUIPMENT/VEHICLE TOTA	285,241.00	.00	141,924.75	49.76	143,316.25
	WATER TOTAL	1,186,494.00	104,488.21	907,109.18	76.45	279,384.82
	SEWER TOTAL	1,699,087.00	73,625.59	1,323,938.71	77.92	375,148.29
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,639.13	230,614.11	81.35	52,885.89
	STORM WATER UTILITY TOTAL	115,000.00	.00	135,598.32	117.91	20,598.32-
	TOTAL EXPENSES BY FUND	<u>14,656,284.00</u>	<u>664,458.87</u>	<u>8,088,813.34</u>	<u>55.19</u>	<u>6,567,470.66</u>



**BUDGET REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,114,956.00	84,311.64	868,663.06	77.91	246,292.94
	CIVIL DEFENSE TOTAL	16,500.00	105.02	4,511.64	27.34	11,988.36
	FIRE TOTAL	732,419.00	47,432.08	484,319.75	66.13	248,099.25
	BUILDING/HOUSING TOTAL	256,919.00	51,213.31	393,425.89	153.13	136,506.89-
	DOG CONTROL TOTAL	4,795.00	.00	3,038.30	63.36	1,756.70
	<b>PUBLIC SAFETY TOTAL</b>	<b>2,125,589.00</b>	<b>183,062.05</b>	<b>1,753,958.64</b>	<b>82.52</b>	<b>371,630.36</b>
	ROAD USE TOTAL	692,867.00	45,761.68	509,411.21	73.52	183,455.79
	STREET LIGHTING TOTAL	63,000.00	4,883.61	43,308.45	68.74	19,691.55
	<b>PUBLIC WORKS TOTAL</b>	<b>755,867.00</b>	<b>50,645.29</b>	<b>552,719.66</b>	<b>73.12</b>	<b>203,147.34</b>
	ENV.HEALTH SERVICES TOTAL	4,000.00	.00	2,001.52	50.04	1,998.48
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>4,000.00</b>	<b>.00</b>	<b>2,001.52</b>	<b>50.04</b>	<b>1,998.48</b>
	LIBRARY TOTAL	405,160.00	26,652.15	275,796.51	68.07	129,363.49
	PARKS TOTAL	355,952.00	11,171.69	206,021.86	57.88	149,930.14
	COMMUNITY CENTER TOTAL	20,863.00	819.07	11,857.30	56.83	9,005.70
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>781,975.00</b>	<b>38,642.91</b>	<b>493,675.67</b>	<b>63.13</b>	<b>288,299.33</b>
	TIF/ECON DEV TOTAL	884,232.00	1,050.91	571,154.29	64.59	313,077.71
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>884,232.00</b>	<b>1,050.91</b>	<b>571,154.29</b>	<b>64.59</b>	<b>313,077.71</b>
	MAYOR COUNCIL TOTAL	104,515.00	6,909.48	93,966.21	89.91	10,548.79
	POLICY ADMINISTRATION TOTAL	198,901.00	20,198.17	165,004.06	82.96	33,896.94
	ELECTIONS TOTAL	1,750.00	.00	706.31	40.36	1,043.69
	CITY ATTORNEY TOTAL	60,500.00	3,165.00	40,902.00	67.61	19,598.00
	CITY HALL TOTAL	91,850.00	4,239.38	42,297.68	46.05	49,552.32
	OTHER CITY GOVERNMENT TOTAL	168,800.00	3,467.50	125,502.61	74.35	43,297.39
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>626,316.00</b>	<b>37,979.53</b>	<b>468,378.87</b>	<b>74.78</b>	<b>157,937.13</b>
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	<b>DEBT SERVICE TOTAL</b>	<b>1,555,502.00</b>	<b>.00</b>	<b>1,061,547.77</b>	<b>68.24</b>	<b>493,954.23</b>
	FIRE TOTAL	56,000.00	.00	.00	.00	56,000.00
	OTHER PUBLIC WORKS TOTAL	192,241.00	.00	105,000.00	54.62	87,241.00
	PARKS TOTAL	37,000.00	.00	36,924.75	99.80	75.25
	<b>CAPITAL IMPROVEMENT TOTAL</b>	<b>2,369,975.00</b>	<b>150,325.25</b>	<b>403,055.39</b>	<b>17.01</b>	<b>1,966,919.61</b>

**BUDGET REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL PROJECTS TOTAL	3,155,216.00	150,325.25	588,116.60	18.64	2,567,099.40
	WATER UTILITY TOTAL	1,085,034.00	104,488.21	907,109.18	83.60	177,924.82
	SEWER UTILITY TOTAL	1,635,754.00	73,625.59	1,323,938.71	80.94	311,815.29
	RECYCLING TOTAL	283,500.00	24,639.13	230,614.11	81.35	52,885.89
	STORM WATER TOTAL	115,000.00	.00	135,598.32	117.91	20,598.32-
	ENTERPRISE FUNDS TOTAL	3,119,288.00	202,752.93	2,597,260.32	83.26	522,027.68
	TRANSFER TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TRANSFER OUT TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TOTAL EXPENSES	14,656,284.00	664,458.87	8,088,813.34	55.19	6,567,470.66

**REVENUE REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
	GENERAL TOTAL	4,094,348.00	195,846.38	2,322,654.49	56.73	1,771,693.51
	ROAD USE TOTAL	729,600.00	34,617.61	501,303.71	68.71	228,296.29
	LOCAL OPTION SALES TAX TOTAL	938,600.00	144,333.60	892,161.43	95.05	46,438.57
	TIF TOTAL	673,450.00	11,538.07	366,148.68	54.37	307,301.32
	L.M.I TOTAL	75,218.00	.00	60,408.33	80.31	14,809.67
	DEBT SERVICE TOTAL	1,615,052.00	7,272.03	1,271,730.59	78.74	343,321.41
	CAPITAL IMPROVEMENTS TOTAL	2,725,272.00	.00	2,339,981.04	85.86	385,290.96
	CAPITAL WATER PROJECT TOTAL	.00	.00	370,891.67	.00	370,891.67-
	CAPITAL EQUIPMENT/VEHICLE TOTA	374,800.00	.00	.00	.00	374,800.00
	FOUR SEASONS PUB IMPROVEM TOTA	.00	6,000.00	18,000.00	.00	18,000.00-
	WATER TOTAL	1,390,100.00	97,103.83	1,293,558.30	93.06	96,541.70
	SEWER TOTAL	1,737,000.00	145,835.20	1,370,805.17	78.92	366,194.83
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,885.28	220,670.87	77.84	62,829.13

**REVENUE REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
	STORM WATER UTILITY TOTAL	179,000.00	7,573.10	190,217.65	106.27	11,217.65-
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		14,815,940.00	675,005.10	11,218,531.93	75.72	3,597,408.07
		=====	=====	=====	=====	=====

**BALANCE SHEET**  
**CALENDAR 3/2022, FISCAL 9/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	77,045.63-	737,182.38-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	5,826.86-	298,731.16
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	144,333.60	892,161.43
125-000-1110	CHECKING - TIF	11,538.07	466,945.16
135-000-1110	CHECKING - L.M.I.	1,050.91-	379,263.33
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	7,272.03	234,377.34
301-000-1110	CHECKING - CAPITAL PROJECT	150,325.25-	2,152,353.66
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	615,941.60
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	141,924.75-
304-000-1110	CHECKING	6,000.00	18,000.00
600-000-1110	CHECKING - WATER UTILITY	7,381.74-	1,626,499.63
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	72,212.27	1,230,554.22
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	246.15	19,523.79
740-000-1110	CHECKING	7,573.10	75,923.56
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	7,544.83	7,146,727.90
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00

**BALANCE SHEET**  
**CALENDAR 3/2022, FISCAL 9/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1120	LIBR. PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
		-----	-----
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
		-----	-----
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
		-----	-----
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
		-----	-----
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
		-----	-----
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
		-----	-----
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	655.85	1,545,068.85
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	655.85	1,545,068.85
001-000-1161	GRINNELL STATE BANK CD	.00	.00
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	.00	.00

**BALANCE SHEET**  
**CALENDAR 3/2022, FISCAL 9/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D.-1.85%	.00	.00
	TOTAL	.00	.00
001-000-1163	Luana Savings Bank - M.M. Acco	2,355.69	2,546,403.43
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	2,355.69	3,265,445.29
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	10,556.37	11,957,681.04



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Maximum Pizza LLC	Papa's Pizzeria	(515) 984-6361		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
214 Van Dorn St		Polk City	Iowa	50226
MAILING ADDRESS	CITY	STATE	ZIP	
805 Southeast 14th Street	Grimes	Iowa	50111	

## Contact Person

NAME	PHONE	EMAIL
Shawn Comer	(515) 250-3119	shawn@papas-pizzeria.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BW0095101	Special Class C Liquor License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
May 28, 2022	May 27, 2023	

### SUB-PERMITS

Special Class C Liquor License, Class B Native Wine Permit





# State of Iowa

Alcoholic Beverages Division

## PRIVILEGES

Sunday Service

## Status of Business

### BUSINESS TYPE

Limited Liability Company

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Shawn Comer	Grimes	Iowa	50111	owner	50.00	Yes
Sandi Comer	Grimes	Iowa	50111	owner	50.00	Yes

## Insurance Company Information

### INSURANCE COMPANY

Grinnell Mutual

### POLICY EFFECTIVE DATE

May 28, 2022

### POLICY EXPIRATION DATE

May 28, 2023

### DRAM CANCEL DATE

### OUTDOOR SERVICE EFFECTIVE DATE

### OUTDOOR SERVICE EXPIRATION DATE

### BOND EFFECTIVE DATE

### TEMP TRANSFER EFFECTIVE DATE

### TEMP TRANSFER EXPIRATION DATE



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Fareway Stores, Inc.	Fareway Stores, Inc. #137	(515) 984-9505		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1101 South 5th Street		Polk City	Polk	50226
MAILING ADDRESS	CITY	STATE	ZIP	
2300 Industrial Park Road PO Box 70	Boone	Iowa	50036	

## Contact Person

NAME	PHONE	EMAIL
Tracey Wilson	(515) 433-5336	twilson@farewaystores.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0002352	Class E Liquor License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
June 17, 2022	June 16, 2023	

### SUB-PERMITS

Class E Liquor License, Class C Beer Permit, Class B Wine Permit, Class B Native Wine Permit

### PRIVILEGES



## Status of Business

BUSINESS TYPE

Privately Held Corporation

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Fred E. Vitt Control Trust	Boone	Iowa	50036	Trust	10.87	Yes
Garrett S Pklapp	Huxley	Iowa	50124	Secretary	0.00	Yes
Various Individuals & Trust each holding less than 5%	Unknown	Iowa	55555	Stockholders	33.25	Yes
Fareway Control Trust	Boone	Iowa	50036	Trust	55.88	Yes
Tracey Wilson						

## Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



# Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

***Service Integrity Respect Quality***

To: Honorable Mayor and Council Members

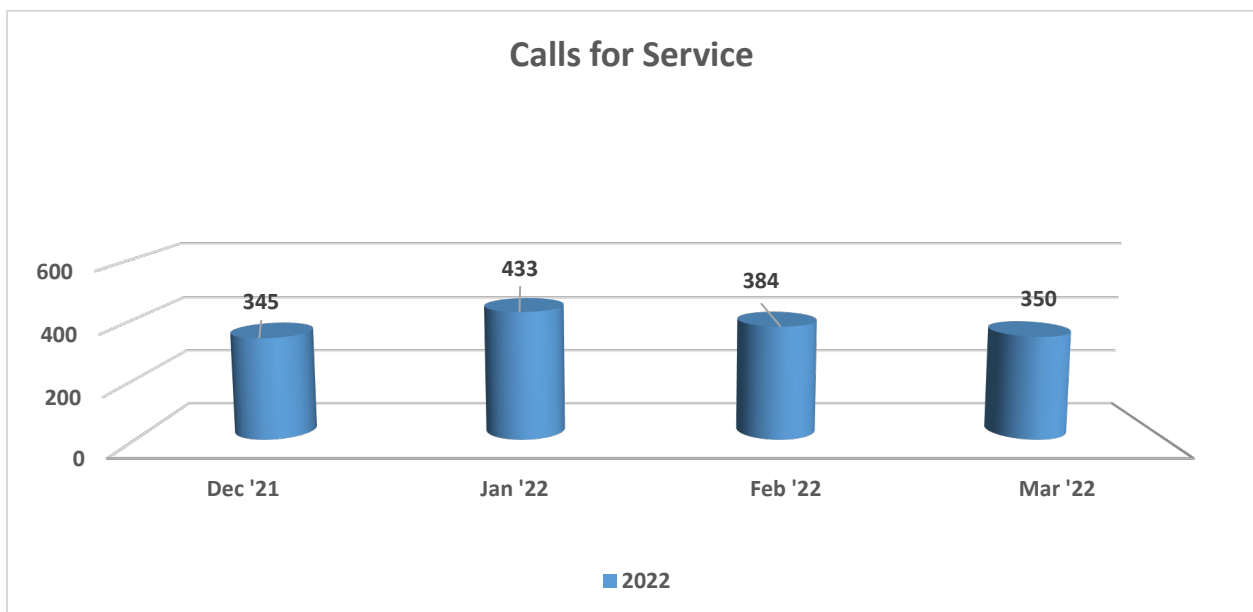
From: Lieutenant Aswegan

Date: April 4th, 2022

Re: March 2022 Monthly Report

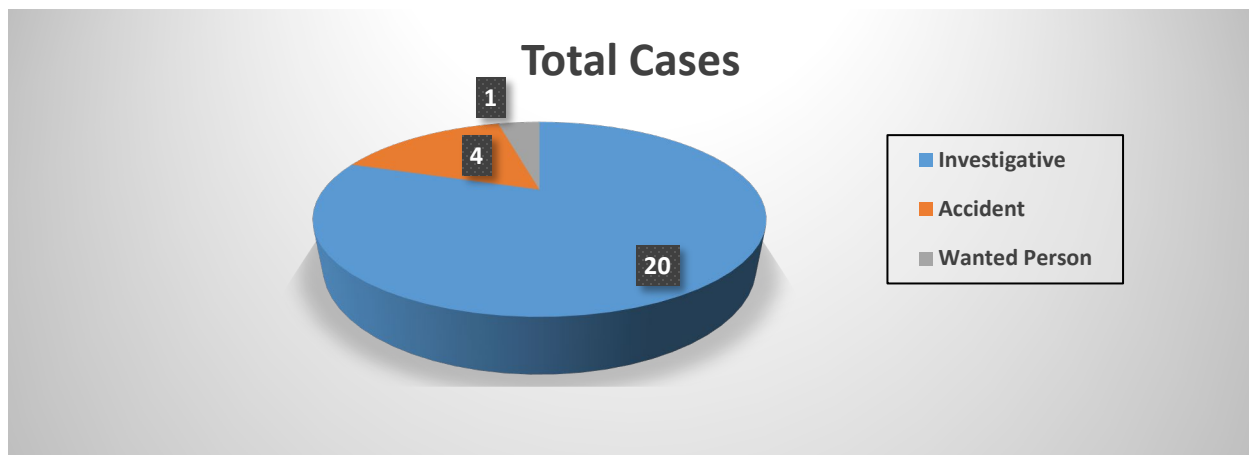
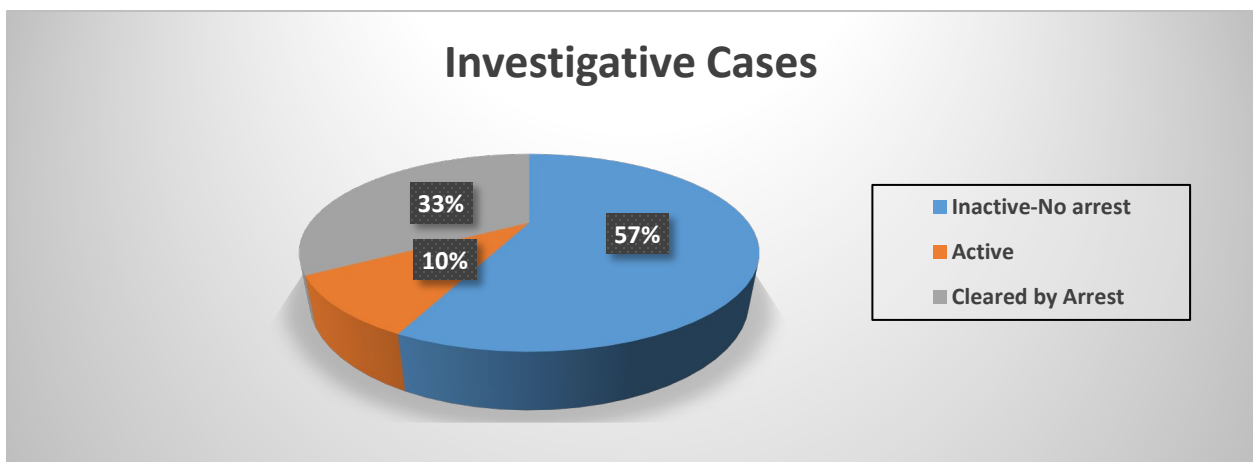
## Calls for Service

The total calls for service for the month of March were **350**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **72** traffic stops.



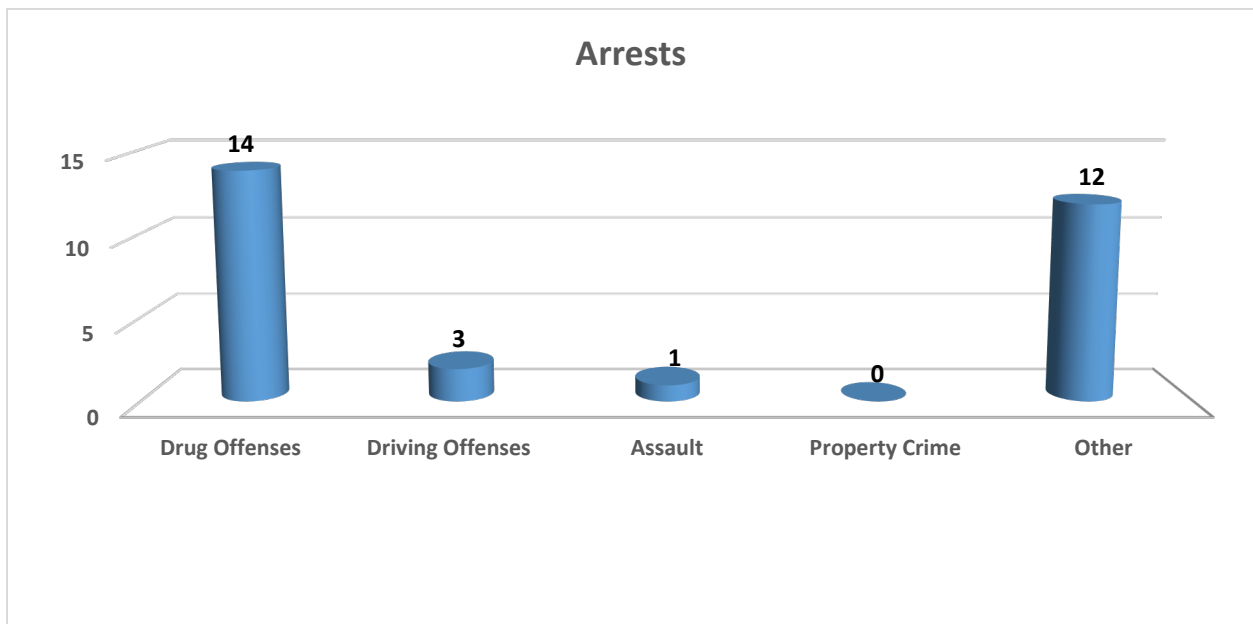
## Cases Made

The Police Department had **25** total cases during the month of March. **20** of the cases were investigative incident reports, **4** were for traffic collisions, and **1** case for wanted person. There are **2** active investigations from this month. There was a **33%** rate of cases cleared by arrest, for investigative cases in March.



## Arrests Made

The Police Department made **30** arrests and issued **18** citations and **58** warnings. The arrests consisted of **14** arrests for drug offenses, **3** arrest for driving offenses, **1** arrest for Assault, and **12** arrests for Other which includes **11** arrests of wanted people and **1** arrest for Public Intoxication.



## **Notable Incidents**

### **Case #22-0057**

On March 3, 2022, a Polk City Officer stopped a vehicle for a traffic violation. The driver was identified as a 33-year-old Minburn man. An investigation resulted in the seizure of a small amount of THC wax and paraphernalia. He was charged with Possession of Marijuana and Possession of Drug Paraphernalia. He was released to appear. A charge of OWI-1<sup>st</sup> Offense is pending DCI lab results.

### **Case #22-0048**

On March 4, 2022, Polk City Police Officer executed a search warrant on a residence in Polk City. The search warrant was part of a narcotics investigation conducted by the department. Officers seized over an ounce of methamphetamine, a small amount of marijuana, numerous pieces of meth and marijuana paraphernalia and a firearm. A 26-year-old Polk City man was charged with Possession of Methamphetamine with Intent to Deliver, Failure to Affix Drug Tax Stamp, Possession of Marijuana, Possession of Drug Paraphernalia, and Unlawful Possession of Prescription Drugs. He was booked into the Polk County Jail.

### **Case #22-0075**

On March 29<sup>th</sup>, Polk City Police Officers executed a search warrant on a residence in Polk City as a part of a narcotics investigation. The investigation at the scene resulted in the apprehension of a 19-year-old Des Moines man who had outstanding warrants for his arrest for Theft 1<sup>st</sup> Degree, Felony Eluding, Possession of Controlled Substance, Operating Motor Vehicle without Owner's Consent, and numerous traffic violations. Drug paraphernalia was seized from the residence during the search for narcotics. The wanted man was booked into the Polk County Jail. The resident of the home, a 22-year-old Polk City woman, was charged with Possession of Drug Paraphernalia.

## **In-Service Training**

Due to scheduled time off requests and investigative case load, we rescheduled March In-Service training to be done on April 4<sup>th</sup>. Instead, officers conducted online continuing training through Police Legal Science.

### **Training Hours: 24**

Lamfers	1
Untrauer	2
Aicher	17
Siepker	1
Wilson	1
Aswegan	1
Delaney	1



## Canine Program

Officer Aicher and Eudoris attended the Annual USPCA Certification Trials on March 28<sup>th</sup> and 29<sup>th</sup> in Spencer, Iowa. Each year the handler and their dog are retested to ensure they maintain the proper fundamentals of training and technique. Officer Aicher and Eudoris successfully completed the course and achieved certification.

Officer Aicher and K9 Eudoris conducted 16 hours together in February. This includes a combination of training at Canine Tactical in Chariton, Iowa, and ongoing training throughout the month. Training in March was focused on areas of narcotic detection and building searches.

Officer Aicher and K9 Eudoris were deployed 6 times in March. All deployments were for narcotics detection.



## **Canine Program**

### **Notable Incident:**

#### **Case #22-0067**

On March 22, 2022, Officer Aicher conducted a traffic stop. The driver was identified as a 49-year-old Ankeny woman. During the stop, Officer Aicher developed information leading him to believe narcotics were in the vehicle. Eudoris was deployed on the vehicle. Eudoris alerted to the presence of the odor of narcotics in the vehicle. A probable cause search of the vehicle was conducted resulting in the seizure of user amounts of methamphetamine, marijuana, and some drug paraphernalia. The woman was charged with Possession of Methamphetamine, Possession of Marijuana-2<sup>nd</sup> Offense and Possession of Drug Paraphernalia. She was booked into the Polk County Jail.

## Community Outreach

Officer Delaney and Lieutenant Aswegan represented our department at the DMACC Criminal Justice Career fair. Many job-seeking students were contacted. Officer Delaney was happy to answer their questions.



## **Municipal Code Enforcement**

The Police Department addressed 5 Municipal Code infractions in the month March.

## **Department Updates**

Officer Dakota Gilleland began his field training on April 13<sup>th</sup>. He is an Iowa certified Peace Officer and will be filling the full-time vacancy we have had since December 2021. Officer Gilleland is expected to complete his field training in May and will be released to patrol.

Officer Untrauer submitted his resignation effective May 1<sup>st</sup>. We are actively recruiting to fill his position and the upcoming retirement of Officer Lamfers in September.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Polk City Citizens Academy Fall 2022

---

**BACKGROUND:** For your review and consideration on Monday is a proposed schedule for the Fall 2022 Citizen's Academy. We had such great success with the program in 2021, that we do want to continue to offer this program for citizen participation. The program will allow up to 15 people to attend, participate and have direct dialogue with our city leadership team. The program will last 4 weeks and begins on September 15, 2022.

As you may notice, a location has yet to be determined. With the future of the Community Room unknown for this Fall 2022, we may need to host the program in an alternative location. City staff is still trying to work out that detail, however, we are committed to offering the program in a different space.

**ALTERNATIVES:** Do not approve the program

**FINANCIAL CONSIDERATIONS:** \$500-we will be including meals for approximately 15 people to attend the academy for four weeks. Staff will have to designate time for the program; however, our main expense will just be for dinner.

**RECOMMENDATION:** It is my recommendation that the Council approve the program and proposed dates for the Fall 2022 Citizens Academy.

# Polk City Citizens Academy • Fall 2022 Schedule

*The Polk City Citizens Academy is sponsored by the Mayor and City Council.  
The Academy addresses one of the established goals of the City Council which is to  
“connect our community” with each other and with local government.*

## Week 1: CITY GOVERNMENT & ADMINISTRATION

Thursday, Sept. 15 (5:30 – 8 pm)

Presenters: Chelsea Huisman, City Manager  
Jenny Coffin, City Clerk

## Week 2: PUBLIC WORKS

Thursday, Sept. 22 (5:30 – 8 pm)

Presenter: Mike Schulte, Public Works Director

Week 3: POLICE & FIRE Thursday,  
Sept. 29 (5:30 – 8 pm)

Presenters: Jeremy Siepker, Police Chief  
Fire Chief

Week 4: LIBRARY, PARKS & RECREATION  
Thursday, Oct. 6 (5:30 – 8 pm)

Presenters: Jamie Noack, Library Director  
Jason Thraen, Parks & Recreation Director

If you have ever wondered how the City functions behind the scenes, then this academy is for you! During this FREE four-week experience you will become more connected with your local government. Dinner will be provided. Class size is limited to 15 participants so APPLY TODAY! Applications available at City Hall or the City website [www.polkcityia.gov](http://www.polkcityia.gov)



**Polk City** | IOWA  
A City for All Seasons

For questions about the Citizens Academy  
please call the Clerk's Office  
(515)-984-6233 or email  
[support@polkcityia.gov](mailto:support@polkcityia.gov)

**RESOLUTION NO. 2022-49**

**RESOLUTION PROVIDING FOR THE GIVING OF NOTICE AND HEARING REGARDING EXECUTION OF AGREEMENT AMENDING AND RENEWING THE 28E AGREEMENT WITH ANKENY, IOWA REGARDING THE ESTABLISHMENT OF AN ANNEXATION AND DEVELOPMENT REVIEW AGREEMENT BOUNDARY**

---

**YOU ARE HEREBY NOTIFIED** that the City of Polk City, Iowa and the City of Ankeny, Iowa desire to enter into an agreement to amend and extend the terms of the 28E Agreement for Joint Exercise of Governmental Powers and to Establish a Division Line Between Corporate Boundary Lines executed August 13, 2013 and filed August 20, 2013 for a period of ten years.

**WHEREAS**, Iowa Code Section 368.4 provides that notice of Annexing Memorandum shall be published in an official county newspaper at least thirty days prior to the action by the City Council;

**WHEREAS**, said Section provides that a copy of the Annexing Memorandum shall be served by regular mail at least thirty days before the hearing on the City Development Board and the Board of Supervisors of the County in which the territory is located; and

**WHEREAS**, the City Council of the City of Polk City, Iowa deems it appropriate that a public hearing be held on such proposed action.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa as follows:

1. A public hearing before this Council on the Agreement described in the preamble to this resolution is hereby set for 6:00 P.M. on the 13<sup>th</sup> day of June 2022.
2. The City Clerk is authorized and directed to publish notice of such hearing at the time and manner required by law.

\_\_\_\_\_  
Steve Karsjen, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Coffin, City Clerk

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2022.



**NOTICE OF PUBLIC HEARING ON EXECUTION OF AGREEMENT  
AMENDING AND RENEWING THE 28E AGREEMENT WITH ANKENY,  
IOWA REGARDING THE ESTABLISHMENT OF AN ANNEXATION AND  
DEVELOPMENT REVIEW AGREEMENT BOUNDARY**

---

**TO:** ALL CITIZENS AND RESIDENTS OF THE CITY OF POLK CITY, IOWA, AND TO ALL OTHER PERSONS WHO MAY BE ENTITLED TO NOTICE OF AN ANNEXATION MORATORIUM UNDER THE PROVISIONS OF IOWA CODE SECTION 368.4.

**YOU ARE HEREBY NOTIFIED** that the City of Polk City, Iowa and the City of Ankeny, Iowa desire to enter into an agreement to amend and extend the terms of the 28E Agreement for Joint Exercise of Governmental Powers and to Establish a Division Line Between Corporate Boundary Lines executed August 13, 2013 and filed August 20, 2013 for a period of ten years.

**YOU ARE FURTHER AND SPECIFICALLY NOTIFIED** that a hearing before City Council of Polk City, Iowa on the above described action has been set to commence on the 13<sup>th</sup> day of June 2022, at 6:00 P.M. in the City Council Chambers, 112 3<sup>rd</sup> Street in the City of Polk City, Iowa, at which time and place any person wishing to speak for or against said action will be given the opportunity to be heard.

---

Steve Karsjen, Mayor

**RESOLUTION NO. 2022-50**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF  
PROPERTY LOCATED AT 1716 E NORTHSIDE DRIVE**

---

**BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held May 9, 2022 at 6:00 p.m. at the City Hall Council Chambers in Polk City, Iowa, on the proposal to rezone property located at 1716 E Northside Drive and legally described as follows:

**Rezoning a parcel containing 56.14 acres, from zoning classification of A-1 Agricultural to R-1 Single Family Detached Residential, and legally described as follows:**

THE NE ¼ OF THE NW FRACTIONAL ¼ SECTION 6-80-24 IN THE CITY OF POLK CITY, POLK COUNTY, IOWA.

ALL CONTAINING 57.66 ACRES, MORE OR LESS

**The Clerk shall publish notice of such hearing at the time and in the manner required by law.**

Passed and approved this 25th day of April 2022.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk

## NOTICE OF PETITION FOR REZONING

**YOU ARE HEREBY NOTIFIED** that on the 9 day of May 2022, the City Council for the City of Polk City, Iowa will hold a public meeting on a petition submitted to the City of Polk City, Iowa by Thomas Schlife and Mary DeVries.

- 1) To rezone property located at 1716 E Northside Drive, Polk City, Iowa, to be known as The Estates at Seasons Ridge; 56.14 acres from zoning classification of A-1 Agricultural to R-1 Single Family Detached Residential, and legally described as follows:**

The property is legally described as follows:

### **LEGAL DESCRIPTION**

THE NE  $\frac{1}{4}$  OF THE NW FRACTIONAL  $\frac{1}{4}$  SECTION 6-80-24 IN THE CITY OF POLK CITY, POLK COUNTY, IOWA.

ALL CONTAINING 57.66 ACRES, MORE OR LESS

; and

**YOU ARE FURTHER NOTIFIED** that said petitions will come before the City Council of Polk City, Iowa on May 9, 2022 at 6:00 p.m. at which time you may appear and present any reasons that you may have, either in favor of or against said proposed rezoning.

**DATED** this 29 day of April 2022.

---

Jenny Coffin, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Amendment to the Employee Handbook re: Overtime for EMS personnel

---

**BACKGROUND:** For the Council's consideration on Monday is an amendment to the Employee handbook. This proposed change is specific to calculating overtime for EMS personnel. Our previous handbook did cover this provision, by referencing Fair Labor Standards Act (FLSA), however, this amendment will spell it out more specifically to what those requirements are under FLSA.

Most non-exempt employees are eligible for overtime (time and a half) once they have worked more than 40 hours in a work week. The requirements are different for EMS personnel, and I believe we need to reflect this in the Employee Handbook. EMS personnel are eligible for overtime (time and a half) once they have worked more than 212 hours in a 28-day period.

**ALTERNATIVES:** Do not approve the change

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** It is my recommendation that the Council approve the change to the Employee Handbook.

**RESOLUTION NO. 2022-51**

**A RESOLUTION ADOPTING POLICY PA-50  
AMENDING THE CITY OF POLK CITY EMPLOYEE HANDBOOK**

---

**WHEREAS**, the City of Polk City currently has a section in the handbook regarding Overtime requirements; and

**WHEREAS**, the City wishes to update this section to be more specific to calculating overtime for EMS personnel.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa:

Section 1. The City Council directs that the Polk City Employee Handbook be revised as attached in Exhibit "A".

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

**PASSED AND APPROVED**, this 25 day of April 2022.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk

**Exhibit A**  
**City of Polk City Employee Handbook Amendment**  
**CITY OF POLK CITY**

**Overtime (Page 11)**

**Existing wording:**

With approval from their department head, employees may be expected to work overtime. If you are a non-exempt employee and work in excess of forty hours in any workweek, you will be paid either cash or compensatory time at a rate of time and one-half. Employees engaged in fire protection or law enforcement may have different work periods and their overtime shall be compensated in accordance with Section 7(k) of the Fair Labor Standards Act. Paid leaves, vacation time, and holidays shall **not** be counted as working time for the purpose of determining overtime. The choice between cash and/or compensatory time will be at the discretion of the supervisor. Except for emergencies, the employee's immediate supervisor must approve any work in excess of the normal work period in advance.

**Proposed wording:**

With approval from their department head, employees may be expected to work overtime. If you are a non-exempt employee and work in excess of forty hours in any workweek, you will be paid either cash or compensatory time at a rate of time and one-half. Employees engaged in fire protection or law enforcement may have different work periods and their overtime shall be compensated in accordance with Section 7(k) of the Fair Labor Standards Act. Paid leaves, vacation time, and holidays shall **not** be counted as working time for the purpose of determining overtime. The choice between cash and/or compensatory time will be at the discretion of the supervisor. Except for emergencies, the employee's immediate supervisor must approve any work in excess of the normal work period in advance.

The standard work week and overtime calculation for paramedics and other Fire/EMS protection personnel shall be based on two hundred twelve (212) working hours in a twenty-eight (28) day period. Non-exempt employees whose hours exceed two hundred twelve (212) working hours in a twenty-eight (28) day period will be calculated at one and one-half (1 1/2) times their regular rate.

**RESOLUTION NO. 2022-52**

**RESOLUTION SETTING A PUBLIC HEARING ON THE  
APPROVAL OF A PRIVATE STORM SEWER EASEMENT  
TO HOME STATE BANK**

**WHEREAS**, Home State Bank as requested a Private Storm Sewer Easement on the following described real property owned by the City of Polk City, Iowa:

Outlot C of Crossroads at the Lakes Plat 2, an official plat in the City of Polk City, Polk County, Iowa.

for the purpose of locating the private storm sewer pipe, structures, and appurtenances described as:

The Private Storm Sewer, located on Outlot Y and Outlot C of Crossroads at the Lakes Plat 2, as shown on the approved Site Plan for Home State Bank, beginning at Storm Manhole ST-42 and terminating at Flared End Section ST-40 and including riprap at said flared end section.

**WHEREAS**, a public hearing is required before the granting of said Easement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that a public hearing before this Council on the proposal to approve a Private Storm Sewer Easement as set forth in the preamble to this Resolution is set for 6:00 p.m., on the 9 day of May 2022. The City Clerk is directed to publish the Notice of said hearing at the time and in the manner required by law.

**DATED** at Polk City, Iowa, this 25 day of April 2022.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk



**NOTICE OF PUBLIC HEARING**

**TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO MAY BE ENTITLED TO NOTICE AND OPPORTUNITY TO BE HEARD ON INTENT TO APPROVE PRIVATE STORM SEWER EASEMENT TO HOME STATE BANK**

**YOU AND EACH OF YOU ARE HEREBY NOTIFIED** that the City of Polk City, Iowa will hold a public hearing on the 9 day of May, 2022, at 6:00 o'clock p.m. at the City Hall, 112 Third Street, Polk City, Iowa, for purposes of discussing the intent to approve a Private Storm Sewer Easement to Home State Bank on the following described real property:

Outlot C of Crossroads at the Lakes Plat 2, an official plat in the City of Polk City, Polk County, Iowa.

for the purpose of locating the private storm sewer pipe, structures, and appurtenances described as:

The Private Storm Sewer, located on Outlot Y and Outlot C of Crossroads at the Lakes Plat 2, as shown on the approved Site Plan for Home State Bank, beginning at Storm Manhole ST-42 and terminating at Flared End Section ST-40 and including riprap at said flared end section.

**YOU ARE FURTHER AND SPECIFICALLY NOTIFIED** that at the time and place aforesaid all persons will have opportunity to be heard for or against said easement. Following such hearing, the City Council will take action on said easement without further notice or opportunity for hearing.

**DATED** the 25 day of April 2022.

\_\_\_\_\_  
Steve Karsjen, Mayor

Attest:

\_\_\_\_\_  
Jenny Coffin, City Clerk



## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 25, 2022  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** Automatic Aid Agreement with Ankeny FD

---

**BACKGROUND:** The City of Polk City has had an Automatic Aid agreement with the Ankeny Fire Department since March 1, 2010. As services and staffing has changed, this agreement has been revised. The last revision was July 1, 2014. Both parties felt it is again time to revise this agreement. The newly proposed agreement will remove joint response areas and the department having jurisdiction will be dispatched to respond and if assistance is needed, a call for mutual aid will be requested. We have also increased the fees for Change of Quarters (COQ) from \$50.00 to \$100.00 per event.

**ALTERNATIVES:** Not have an agreement.

**FINANCIAL CONSIDERATIONS:** This will increase the fees Polk City will be required to pay Ankeny for a COQ, but it will also increase the fees we receive from Ankeny. In 2021, Ankeny provided a COQ to Polk City nine times. Polk City FD provided a COQ to Ankeny 196 times. This should be a revenue benefit for Polk City.

**RECOMMENDATION:** Approve the attached revised Automatic Aid Agreement with the City of Ankeny, see attached.

**RESOLUTION NO. 2022-53**

**A RESOLUTION APPROVING AN UPDATED AUTOMATIC AID AGREEMENT  
BETWEEN THE POLK CITY FIRE DEPARTMENT AND THE ANKENY FIRE  
DEPARTMENT**

---

**WHEREAS**, the Polk City Fire Chief and the Ankeny Fire Chief have in place an Automatic Aid Agreement for the two communities; and

**WHEREAS**, the new agreement will remove joint response areas and increase the fees for Change of Quarters (COQ) from \$50 to \$100; and

**WHEREAS**, the new agreement is in the form attached hereto as Exhibit “A”

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa, that the updated Automatic Aid Agreement in the form attached hereto as Exhibit “A”, is hereby approved; and

**FURTHER, BE IT RESOLVED**, that the Mayor and City Clerk are hereby authorized to execute said Agreement on behalf of the City of Polk City, Iowa.

**DATED** this 25th day of April 2022.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk

## AUTOMATIC AID AGREEMENT

This AUTOMATIC AID AGREEMENT ("Agreement") is entered into this 1<sup>st</sup> day of July 2022 by and between the City of Ankeny and the City of Polk City, Iowa.

### AUTOMATIC AID

**1. Situations Where Aid is Provided.** All calls for fire and emergency medical services within the defined automatic aid agreement area shall result in an automatic, simultaneous response from both the Polk City and Ankeny Fire Departments. To accomplish this, the Polk County Emergency Communications Center shall simultaneously dispatch both the Polk City and Ankeny Fire Departments. This automatic aid Agreement shall be in effect 24 hours a day, seven days a week.

**2. No Reimbursement for Costs.** No party in this Agreement shall be required to reimburse any other party for the cost of providing the services set forth in the Automatic Aid sections of this Agreement. Each party shall pay its own costs for responding to the Emergency Incidents as described in said sections of this Agreement.

### PARAMEDIC TIERED RESPONSE

Under this Agreement either fire department may provide paramedic level tiered response or ambulance transport when requested. The transporting service shall bill the patient for every patient transport. Both Ankeny and Polk City will maintain compliance with all applicable reimbursement laws.

1. Request for Tiered Response. Requests for a tiered response shall be made through the Polk County Emergency Communications Center.
2. Responsibility. Ankeny and Polk City shall maintain responsibility for the actions of its own personnel when functioning under the direction of a paramedic-qualified employee of either department as long as the direction provided does not violate the Iowa Department of Public Health, Bureau of EMS, Scope of Practice for EMS Providers or applicable law.
3. Ambulance Transport. Ambulance transport shall be provided by the fire department responsible for the address where the patient is located when available.

4. Payment. When Paramedic Tiered Response Service is provided the fire department requesting the tier shall reimburse the tiering agency a sum of \$200.00 per event. When possible, disposable supplies shall be provided by the transporting service.

#### PARAMEDIC INTEROPERABILITY

Each department has developed Standard Operating Procedures approved by the department's medical director that allow paramedic qualified personnel to utilize either services patient care equipment including the monitor/defibrillator, intravenous and pharmacy supplies while functioning under their own department protocols.

#### AUTOMATIC AID ENGINE COMPANY AND CHIEF OFFICER RESPONSE

As part of this Agreement, both Ankeny and Polk City will respond (when available) with a staffed engine company and Chief Officer to all reported or confirmed structure fires at locations within all the fire districts serviced by both Ankeny and Polk City. The dispatch of an engine company and Chief Officer will be made with the initial dispatch to the reported fire by the Polk County Emergency Communications Center.

#### EMS CHANGE OF QUARTERS COVERAGE

In the event either City has depleted their resources or ability to respond to an additional Emergency Medical Services call, a request shall be made to Polk County Emergency Communications Center for a "Change of Quarters Ambulance". When available, the requested agency shall provide a staffed ambulance to the requesting city to be available for immediate response.

The department requesting the change of quarters shall reimburse the agency that provided the change of quarters ambulance a sum of \$100 per event if the requested ambulance has left its home fire station to travel toward the requesting city. This reimbursement shall be waived in the event of a billable EMS transport occurs during the change of quarters. This reimbursement shall be made on a monthly basis from a statement of services provided by each city and a reconciliation of trips each way so that only one payment will be made from the city with the most change of quarters requests that month.

#### PERSONNEL AND EQUIPMENT

The Polk City Fire Chief and the Ankeny Fire Chief shall establish a response plan regarding the deployment of personnel and equipment in responding to Emergency

Incidents under this Agreement. In virtually all cases, responses will be consistent with the established Polk County Tiered Emergency Assets Management System (TEAMS) response cards. Any other required personnel and/or equipment will be determined by the incident Commander in his or her sole discretion. If first arriving responders determine that they can handle the incident with their own available resources, then they shall return the still responding units to their home city as quickly as possible.

### LIABILITY/INDEMNIFICATION

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of the performance of this Agreement. Each party shall bear the liability and/or cost of damage to its equipment and the death of, or injury to, its personnel, whether the death, injury or damage occurs at an emergency within the described boundary. To the extent allowed by law, each city shall indemnify, defend and hold harmless all other parties for damages, claims, demands, suits, judgments, costs and expenses arising from loss of or damage to private property and/or the death of or injury to private persons whether caused by either department responding within the parameters of this Agreement. Provided, however, nothing contained herein shall expand the immunity of a party granted to it by law.

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of any negligent acts, conduct, instructions or commands given by the individual that assumes command (Incident Commander) at any Emergency Incident. This provision shall not apply to any acts, conduct, instructions or commands given by an officer in the capacity of Incident Commander, which are later determined at any time to have been grossly negligent, willful, wanton or reckless.

### TERMINATION

Either party may withdraw from this Agreement by giving sixty (60) days written notice to the other party by certified mail.

### PRIOR AGREEMENTS

This Agreement supersedes any other previous Agreements, either written or verbal, that may have existed to define the response of the two fire departments in this area.

CITY OF ANKENY, IOWA

---

Mark Holm, Mayor

Attest:

---

Denise Hoy, City Clerk

CITY OF POLK CITY, IOWA

---

Steve Karsjen, Mayor

Attest:

---

Jenny Coffin, City Clerk





## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager & Fire Chief, Jim Mitchell  
**Subject:** Adjust City Fire & EMS Personnel pay rates

---

**BACKGROUND:** For a number of years, the City has established 2 rates of pay for all Fire & EMS Personnel. One rate is an hourly rate, and the second rate is a paid-on-call (POC) rate, which is specific to when employees are called out when on call. Having 2 rates of pay has created several issues for payroll, and to simplify the process, we recommend doing away with the POC rate, and paying all personnel their part-time hourly rate.

This adjustment will be net positive to all employees, as the POC rate is the lower of the 2 rates established for the department.

Personnel will continue to receive \$1 per hour when on call.

**ALTERNATIVES:** Do not approve the change.

**FINANCIAL CONSIDERATIONS:** For FY22, the estimated financial impact will be approximately \$2,500. For FY23, the estimated impact will be approximately \$10,000. This change will not impact either FY22 or FY23 budget, as the City budgets a higher amount for wages than it actually pays out because not all shifts end up being covered.

**RECOMMENDATION:** It is my recommendation that the City Council approve the adjustment, retroactive to March 16<sup>th</sup>. This retroactive change will cover the complete 4<sup>th</sup> quarter of FY22.

**RESOLUTION NO. 2022-55**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY IOWA:**

The following persons and positions named shall be paid the salary or wages indicated and the City Clerk is authorized to issue warrants/checks/electronic payments, less legally required or authorized deductions from the amounts set out below, and make such contribution to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council.

**A RESOLUTION UPDATING AND CONFIRMING THE WAGES FOR THE STAFF OF THE CITY OF POLK CITY**

<b><u>Part-time Employees</u></b>	<b><u>Position</u></b>	<b><u>POC Rate</u></b>	<b><u>Hourly Rate</u></b>
Bristle, Chrissy	EMT/FF	<del>\$14.14</del>	\$15.08
Bristle, Ryan	EMT/FF	<del>\$14.14</del>	\$15.08
Brooks, Cory	Paramedic/FF	<del>\$16.32</del>	\$18.67
Burgod, Nathan	EMT/FF	<del>\$14.14</del>	\$15.56
Culham, Joseph	EMT/FF	<del>\$14.14</del>	\$14.64
Davis, Ciara	EMT Only	<del>\$11.97</del>	\$13.04
Doyon, Michael	Paramedic/FF	<del>\$16.32</del>	\$18.67
Dunham, Zach	Paramedic/FF	<del>\$17.94</del>	\$21.07
Feller, Jeff	EMT/FF Deputy Chief	<del>\$15.22</del>	\$16.53
Frank, Ross	EMT/FF	<del>\$14.69</del>	\$16.04
Hanson, Brian	EMT/FF Lieutenant	<del>\$15.22</del>	\$16.53
Hibbing, Brice	EMT/FF	<del>\$14.69</del>	\$16.04
Hogrefe, Karla	Paramedic/FF Captain	<del>\$17.94</del>	\$21.07
Klatt, Nick	EMT/FF Lieutenant	<del>\$15.22</del>	\$16.53
Klinge, Joshua	Paramedic/FF	<del>\$16.32</del>	\$18.67
Llewelyn, David	EMT/FF	<del>\$14.14</del>	\$14.64
McKay, Justin	No Certifications	<del>\$11.97</del>	\$12.29
Mitchell, John	Captain	<del>\$17.94</del>	\$21.07
Mitchell, Joseph	Paramedic/FF	<del>\$16.32</del>	\$19.26
Noack, Steve	EMT/FF	<del>\$14.69</del>	\$16.04
Owen, Tanner	Paramedic/FF	<del>\$16.32</del>	\$18.67
Palmer, Samuel	EMT/FF	<del>\$14.14</del>	\$14.64
Patava, Joe	Paramedic/FF	<del>\$16.32</del>	\$19.26
Parsons, Dottie	Paramedic/FF	<del>\$16.32</del>	\$19.26
Peters, Jacob	EMT/FF	<del>\$14.14</del>	\$14.64
Reis, Nathan	Paramedic/FF	<del>\$16.32</del>	\$19.88
Schaffer, TJ	EMT/FF	<del>\$14.14</del>	\$15.08
Sherzan, Jenna	Paramedic/FF	<del>\$16.32</del>	\$19.26
Sosby, Craig	Paramedic/FF	<del>\$16.86</del>	\$20.48
Voyek, Mark	EMT/FF	<del>\$14.14</del>	\$14.64

Wilkinson, Deb	EMT/FF	<del>\$14.69</del>	\$16.04
Winter, Steve	EMT/FF	<del>\$14.14</del>	\$15.08

**BY ORDER OF THE CITY COUNCIL**, the new salaries as set above will go into effect March 16, 2022.

**PASSED AND APPROVED** this 25th day of April 2022.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

April 21, 2022

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: FOUR SEASONS POLK CITY PLAT 1  
ACCEPTANCE OF PUBLIC IMPROVEMENTS  
PROJECT. 121.0138.01

Dear Honorable Mayor and City Council:

The Construction Drawings for Public Improvements associated with Four Seasons Polk City Plat 1 were approved by City Council on June 14, 2021. An Agreement to Complete was approved by City Council covering the remaining public improvements on November 22, 2021. The developer provided two certified checks as surety to receive approval of the Final Plat prior to completion of all punchlist items. The first, in the amount of \$5,100.00, covered remaining punchlist items, excluding seeding, while the second, in the amount of \$6,000.00, covered surface restoration and seeding. The Final Plat was approved on November 22, 2021.

The Polk City Public Works Department provided construction observation services for the public improvements and finds them to have been completed in substantial conformance with the approved construction drawings and specifications, including being subject to a rideability test as conducted by the Polk City Police Department, except for seeding, which has not yet been established. Snyder & Associates, Inc., provided construction administration services including review of material submittals, review of change orders, review of testing results for compliance with SUDAS and Polk City code, and preparation of punchlists for use by the Contractor and City Staff.

The developer's engineer, Shive-Hattery, Inc., has provided the as-built record drawings, including as-built elevations along swale flow lines in conformance with City requirements. In addition, the developer's engineer and land surveyor has certified that the pins for all property corners have been set and all detention facilities are constructed in substantial conformance with the approved Storm Water Management Plan.

Elder Corporation has provided a 4-year maintenance bond in the amount of \$1,041,840.75 for public storm sewer, public sanitary sewer, and public water main, services and associated appurtenances. Alliance Construction Group, LLC. has provided a 4-year maintenance bond in the amount of \$212,020.00 for reinforced PCC pavement, PCC sidewalk, PCC sidewalk and trail ramps, detectable warning panels, and PCC mailbox pads. The date of Council acceptance, anticipated to be April 25, 2022, will be the start date for these bonds, which shall be retained in the City Clerk's files.

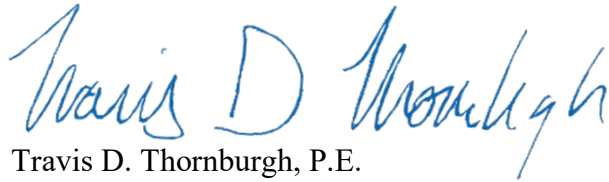
Based on this information, the Public Works Department has recommended City Council's acceptance of the public improvements associated with Four Seasons Polk City Plat 1, except for seeding.

Based on the recommendation of Public Works, all requirements have been fulfilled for City Council's acceptance of the public improvements associated with Four Seasons Polk City Plat 1, except for the seeding. City Council should authorize the City Manager to release the developer's check, in the amount of \$5,100.00 for completion of all punchlist items, excluding seeding. Further, City Council should also authorize the City Manager to the developer's check, in the amount of \$6,000.00, upon satisfactory establishment of the seed as determined by the Public Works Department.

If you have any questions, we will be in attendance at the April 25, 2022, City Council meeting to discuss this project.

Sincerely,

SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E.

cc: Chelsea Huisman, City Manager, City of Polk City  
Mike Schulte, Public Works Director, City of Polk City  
Nick Furness, Construction Observer, City of Polk City  
Kathleen Connor, City Engineering Representative, Snyder & Associates, Inc.  
Jarrod Ruckle, MJR Developments, LLC.

**RESOLUTION NO. 2022-54**

**A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR  
FOUR SEASONS POLK CITY PLAT 1**

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**WHEREAS**, the Construction Drawings for Public Improvements associated with Four Seasons Plat 1 were approved by City Council on June 14, 2021; and

**WHEREAS**, the Developer MJR Development LLC has completed the Public Improvements, including punchlist items, installed in connection therewith Four Seasons Polk City Plat 1 with the exception of grass being established; and

**WHEREAS**, Elder Corporation has provided a 4-year maintenance bond in the amount of \$1,041,840.75 for the public storm sewer, the public sanitary sewer, and the public water main, services, and associated appurtenances; and

**WHEREAS**, Alliance Construction Group LLC has provided a 4-year maintenance bond in the amount of \$212,020 for the public streets and sidewalk improvements including 6" reinforced PCC paving and 5" non-reinforced PCC paving and PCC Handicapped Ramps and PCC Mailbox Pads; and

**WHEREAS**, the start date for the maintenance period for each of the aforementioned bonds will begin on the date of Council approval of this Resolution; and

**WHEREAS**, the Developer's engineer, Shive-Hattery, Inc. has provided Record Drawings showing the as-built location of all improvements and certification of a Land Surveyor that all property corner monuments are in place as indicated on the final plat; and

**WHEREAS**, the Developer's engineer, Shive-Hattery, Inc. have certified the plans are in compliance of Polk City's Subdivision Regulations and the Statewide Urban Design and Specifications; and

**WHEREAS**, the City Engineer has reviewed the materials submittals, shop drawings, storm sewer videos, sanitary sewer videos, compaction test results, cement treatment design, core samples and change orders related to the construction of said public improvements and finds them to be in order; and

**WHEREAS**, the Polk City Public Works Department has observed the construction of said public improvements and finds them to have been completed in substantial compliance with the approved plans and specifications and recommends acceptance of said public improvements.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa that the Public Improvements completed by the Developer, MJR Development LLC and certified by the Engineer, Shive-Hattery in connection with Four Seasons Polk City Plat 1 are hereby accepted.

**BE IT FURTHER RESOLVED**, the 4-year maintenance bonds provided by said developer's contractors are hereby accepted, with the date of this Resolution serving as the start date for the maintenance bonds.

**BE IT FURTHER RESOLVED**, the City Manager be authorized to release the developer's surety check, in the amount of \$5,100.00. The City Manager is further authorized to release the developer's second surety check, at such time as the seeding is established as determined by the Polk City Public Works Department.

**PASSED AND APPROVED** the 25th day April 2022.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk





## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 25, 2022 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** FEH Design Services Proposal

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**BACKGROUND:** For the City Council's consideration on Monday is a proposal from FEH for design services for the City Hall & Fire Station projects. This design services proposal will provide conceptals for both of the projects. FEH will go through a process of meeting with key staff members to determine some of the important needs for the project. They will also utilize the information that was previously provided for spacing through the Facility Needs Assessment.

This process will be high-level but will provide for some conceptual work to share with the public. After the design services is completed, the City would look to enter into agreement for full design services. Full design & construction services will range from approximately 12-15% of the total project cost. The timeline for construction of the 2 projects is unknown, and once we hire an architect to proceed with full design, we will have a better timeline for the project.

This proposal is an unbudgeted project, however, I don't believe a budget amendment needs to be completed for this project because of where our budget is for capital projects. The City has received some additional revenue for planned projects, which has reduced expenses for capital projects. The City will utilize LOST for this project. Construction of City Hall & Fire Station will be paid for by a combination of GO loans proceeds, LOST, and some general fund reserves.

**ALTERNATIVES:** Do not approve the proposal

**FINANCIAL CONSIDERATIONS:** \$49,500

**RECOMMENDATION:** It is my recommendation that the Council approve the proposal from FEH, with a do not exceed amount of \$49,500.

April 23, 2022

Polk City City Hall  
Attn: Chelsea Huisman  
112 S 3<sup>rd</sup> St  
Polk City, IA 50226

***RE: PROFESSIONAL SERVICES FOR NEW CITY HALL FACILITY AND EXISTING FIRE DEPARTMENT BUILDING RENOVATION***

Dear Chelsea,

We are pleased to submit this proposal for professional services. We are very excited about the opportunity to work with you and your community on these significant projects. Based on our initial conversations, research of the City's Master Plan and previous experience with similar projects, we have developed an outline Scope of Work and assembled a team of professionals to address the necessary phases of this project.

Following in this proposal is information about our approach to the project, the anticipated Scope of Work, and the corresponding professional fees.

**PROJECT OBJECTIVES**

It is our understanding that the City of Polk City is interested in proceeding with development of two separate City facilities: their City Hall and the Fire Department.

The existing City Hall facility is located within a renovated historic school building on the southern corner of the City Square. As the City continues to grow, so does the need for City Staff, and the current building space has been maximized so the need for a new facility has been determined the best course of action. The City intends to construct a new City Hall facility in a parcel of land they have acquired across the street from the existing City Hall.

The existing Fire Department building is located directly adjacent to the existing City Hall facility. The Fire Dept spaces are spread across two stories with the Chief's Office, Report Room, and shared Restrooms on the Main Level and Day Room, Training Room, Kitchen, Sleeping Room, and Storage Rooms located in the Upper Level. Located within the Fire Department building is a Community Room space, which in later developments of the City Master Plan will be located within a different City building. The Fire Department is planning to renovate their existing facility and incorporate the Community Center space into their facility allowing for better access between all Fire Department rooms; ultimately resulting in faster and safer response times.

The objective of this project is to create a Schematic Design and initial Cost Opinion for both projects.

**PROJECT TEAM**

We propose to utilize our in-house design team, as well as a Civil Engineering consultant, to complete the work within the scope of services.

Architecture	FEH Design
Interior Design	FEH Design
Civil Engineering	Service to be provided by Sub-Consultant

## SCOPE OF SERVICES

To meet the objectives identified above, we propose the following scope of services:

1. Existing Facility Documentation
  - a. Survey of existing building conditions
  - b. Review of existing building drawings provided by City
  - c. Creation of existing Fire Department Revit Model
2. Master Plan Program Verification
  - a. Review of current City Master Plan produced by Shive Hattery
  - b. Interviews with pertinent City Staff to determine new City Hall & Fire Department needs
  - c. Verification of Space Needs Programs within Master Plan
  - d. Production of revised Space Needs Programs
3. Spark Session
  - a. 2-Day On-Site Design Workshop
    - i. Development of Conceptual Plans for new City Hall
    - ii. Development of Conceptual Plans for Fire Department Renovation
    - iii. Development of Conceptual Cost Opinion
    - iv. Production of Spark Session Booklet which contains all Agendas, Sign-In Sheets, Space Needs Programs, Meeting Notes, Conceptual Drawings, Conceptual Cost Opinion, Project Summary
4. Schematic Design
  - a. Integration of Conceptual Designs of projects into Revit Models
  - b. Integration of required revisions based on Owner feedback
  - c. Production of Drawing Sets for both new City Hall facility and Fire Department renovation.
  - d. Production of schematic Rendering images of both new City Hall and Fire Department

It is the intention of the City of Polk City and the Architect to continue working together through the completion of the construction of both facilities. Final agreements will be developed between the Owner and the Architect to cover the final design and construction phases of the projects upon the completion of these first phases.

## SERVICES NOT INCLUDED IN THIS PROPOSAL

The following services can be added to this proposal as negotiated additional services, but at this time they are not included in this proposal:

1. Site Surveys
2. Advertising for Bids
3. Mechanical & Electrical Engineering Services
4. Plumbing & Piping Design
5. Technology/Communications Design
6. Fire Protection Engineering
7. Soil Borings and test results
8. As-built drawings
9. Life cycle cost study
10. Furniture bidding/procurement
11. 3-D CADD animation

*It is recommended by FEH DESIGN that the Owner/City procure Site Surveys for both the new City Hall building site as well as the existing Fire Department under separate contract and provide these documents to FEH DESIGN for completion of their work.*

## APPROVALS

Design work completed for project to be reviewed/approved by designated Polk City representatives.

**SCHEDULE**

Work will begin upon execution of this agreement and will proceed promptly through the design process.

**COMPENSATION**

FEH Design proposes to provide the above outlined design services as follows:

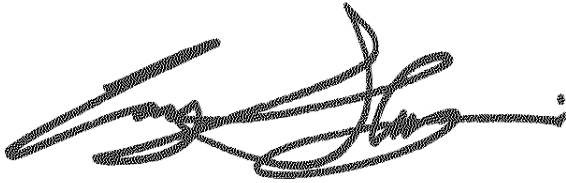
Phases will be completed on a Lump Sum basis for a total of \$49,500.

Miscellaneous reimbursable expenses will be charged at cost in addition to the professional fees identified above.

**AUTHORIZATION**

Thank you for giving us the opportunity to submit this Proposal for Professional Services. Should you find our proposal acceptable, please sign and return to our office to serve as our authorization to proceed.

Sincerely,



Cory W. Sharp, AIA, Principal

APPROVED BY City of Polk City, IA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** 04/11/2022  
**To:** Mayor and Council  
**From:** Mike Schulte  
**Subject:** N. 3<sup>rd</sup> Street Speed Zone Change

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**BACKGROUND:** With the reconstruction of the intersection of N. 3<sup>rd</sup> Street and E. Vista Lake Drive, I have had discussions with Chief Siepker on the 45-mph zone in that area. It is the consensus that 45 mph in that area is not warranted any longer. With more traffic using Hugg Drive and a future road intersecting with N. 3<sup>rd</sup> Street from Creekview Estates, as well as the new intersection that was designed for 35 mph, we felt it was necessary to lower the Speed limit to 35 mph. Currently the speed limit is 35 mph from Northside Dr to Madison Street and will be extended to the intersection of N. 3<sup>rd</sup> Street and Hugg Drive.

A portion of N. 3<sup>rd</sup> Street is in Polk County's jurisdiction, and they have agreed to change their zone to 35 mph as well.

I have provided a map to show the area in question.

**ALTERNATIVES:** Do not approve the change.

**FINANCIAL CONSIDERATIONS:** \$300 for signs and posts.

**RECOMMENDATION:** I recommend that Council approve the speed zone change from 45 mph to 35 mph on N. 3<sup>rd</sup> street.

R38



PROPOSED TRANSITION ZONE FROM 35 MPH BACK TO 45 MPH

NW Sheldahl Dr

R38

N 3rd St

ta Lake Ct

E Trace Way

N 3rd St

Wolf Creek Dr

PROPOSED SPEED LIMIT SIGN CHANGE FROM 45 MPH TO 35 MPH



N 3rd St

**ORDINANCE NO. 2022-1400**

**AN ORDINANCE AMENDING CHAPTER 63, SPEED REGULATIONS, SECTION 63.04, SPECIAL SPEED RESTRICTIONS**

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**BE IT ORDAINED** by the City Council of the City of Polk City, Iowa, that:

**Section 1.** Chapter 63, of the Polk City Code of Ordinances; Speed Regulations, Section 63.04, Special Speed Restrictions, is hereby amended by deleting subsection 1.A and inserting the following:

- a) On N. 3<sup>rd</sup> Street, from 1,350 feet north of Broadway to the intersection of N. 3<sup>rd</sup> Street and Hugg Drive

**Section 2.** All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

**Section 3.** This Ordinance shall be in full force after its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Steve Karsjen, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Coffin, City Clerk

First Reading:  
Second Reading:  
Third Reading:  
Date Adopted:  
Date of Publication by posting:



**ORDINANCE NO. 2022-1300**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY AMENDING THE ZONING RESTRICTIONS ON PROPERTY LOCATED AT 302 S 2<sup>ND</sup> STREET**

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**WHEREAS**, on the 13<sup>th</sup> day of June 2016, the City Council approved the rezoning of the property described in the attached Exhibit “A” from R- 2 One and Two-Family Residential District to C-1(R) Central Business District with principal permitted use of the property restricted to allow only a Funeral Home; and

**WHEREAS**, on the 21st day of February 2022, the Planning & Zoning Commission recommended that the City Council amend the zoning restrictions such that the principal permitted use of the property described in the attached Exhibit “A” be restricted to only allow private clubs, lodges, youth centers, or veterans organizations, except those holding a beer permit or liquor license; and

**WHEREAS**, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to amend the zoning restrictions on said property.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:**

**Section 1:** That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by amending the zoning restrictions for as such that the principal permitted use of the property described in the attached Exhibit “A” is restricted to only allow private clubs, lodges, youth centers, or veterans organizations, except those holding a beer permit or liquor license to the property described above.

**Section 2:** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 3:** This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this 28<sup>th</sup> day of March 2022

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Steve Karsjen Mayor

ATTEST:

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Jenny Coffin, City Clerk

First Reading: \_\_\_\_  
Second Reading: \_\_\_\_  
Third Reading: \_\_\_\_  
Date Adopted: \_\_\_\_  
Date of Publication: \_\_\_\_

EXHIBIT "A":

Legal Description for the C-1 (R) Central Business District:

LOTS 1 AND 2 IN BLOCK 17, IN THE TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

ALL OF THE 16.5 FOOT WIDE NORTH AND SOUTH ALLEY RUNNING IN A NORTHEASTERLY AND SOUTHWESTERLY DIRECTION IN THE CENTER OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, IOWA, EXCEPT THE EASTERLY 8.00 FEET OF A NORTHEAST AND SOUTHWEST ALLEY LYING ADJACENT TO LOT 4 IN BLOCK 17, THE EASTERLY 8.00 FEET OF SAID NORTHEAST TO SOUTHWEST ALLEY IN BLOCK 17 EXTENDED 8.00 FEET NORTHEAST OF THE NORTHEASTERLY LINE OF SAID LOT 4.

AND

THE 16.5 FOOT WIDE ALLEY BETWEEN LOTS 1 AND 4 OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, POLK COUNTY, IOWA, EXCEPT THE SOUTHERLY 8.00 FEET OF A NORTHWEST TO SOUTHEAST ALLEY IN SAID BLOCK 17 LYING ADJACENT TO SAID LOT 4.

AND

THE 16.5 FOOT WIDE EAST AND WEST ALLEY IN THE CENTER OF LOT 17, BETWEEN LOTS 2 AND 3 OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, IOWA.

AND

THAT PART OF THE SOUTHEASTERLY HALF OF S 3RD STREET LYING SOUTHWESTERLY OF THE CENTERLINE OF W WOOD STREET AND NORTHEASTERLY OF THE NORTHWESTERLY EXTENSION OF THE NORTHEASTERLY LINE OF LOT 3, BLOCK 17, TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

THAT PART OF THE NORTHWESTERLY HALF OF S 2ND STREET LYING SOUTHWESTERLY OF THE CENTERLINE OF W WOOD STREET AND NORTHEASTERLY OF THE SOUTHEASTERLY EXTENSION OF THE SOUTHWESTERLY LINE OF THE NORTHEASTERLY 8.00 FEET OF THE VACATED ALLEY ADJACENT TO THE SOUTHWESTERLY LINE OF THE LOT 1, BLOCK 17, TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

THAT PART OF THE SOUTHWESTERLY HALF OF W WOOD STREET LYING SOUTHEASTERLY OF S 3RD STREET AND NORTHWESTERLY OF S 2ND STREET

CONTAINING 0.88 ACRES (38,406 SQUARE FEET).

# Proclamation

53RD ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK  
May 1- May 7, 2022

**Whereas**, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

**Whereas**, the Office of the Professional Municipal Clerk is the oldest among public servants; and

**Whereas**, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**Whereas**, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**Whereas**, the Professional Municipal Clerk serves as the information center on functions of local government and community; and

**Whereas**, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

**Whereas**, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**Now, Therefore, I**, Steve Karsjen, Mayor of the City of Polk City, Iowa do hereby recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Jenny Coffin, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 25<sup>th</sup> day of April 2022

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Steve Karsjen, Mayor



## PROCLAMATION



**WHEREAS**, in 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week, then established by a joint resolution of Congress and the President of the United States, National Police Week was declared a collaborative effort of many organizations dedicated to honor the service and sacrifice of those law enforcement officers that risk their lives to protect our communities and safeguard our democracy; and

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the law enforcement agency of the City of Polk City, whom play an essential role in safeguarding the rights and freedoms of the citizens of Polk City, Iowa; and

**WHEREAS**, it is important that all citizens know and understand the responsibilities, duties, hazards and sacrifice of their law enforcement officers;

**WHEREAS**, the members of the Police Department in Polk City, Iowa, serve the people by safeguarding life and property, protect them against violence and disorder, and provide a vital public service.

**NOW, THEREFORE**, I, Steve Karsjen, Mayor of Polk City, Iowa, do hereby recognize the week of May 11-17, 2022 as **NATIONAL POLICE WEEK** in Polk City Iowa, and publicly salute the service of law enforcement officers in our community and in communities across the nation. I urge all citizens to recognize these officers' faithful and loyal devotion to their responsibilities.

Dated this 25th day of April 2022

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Steve Karsjen, Mayor

